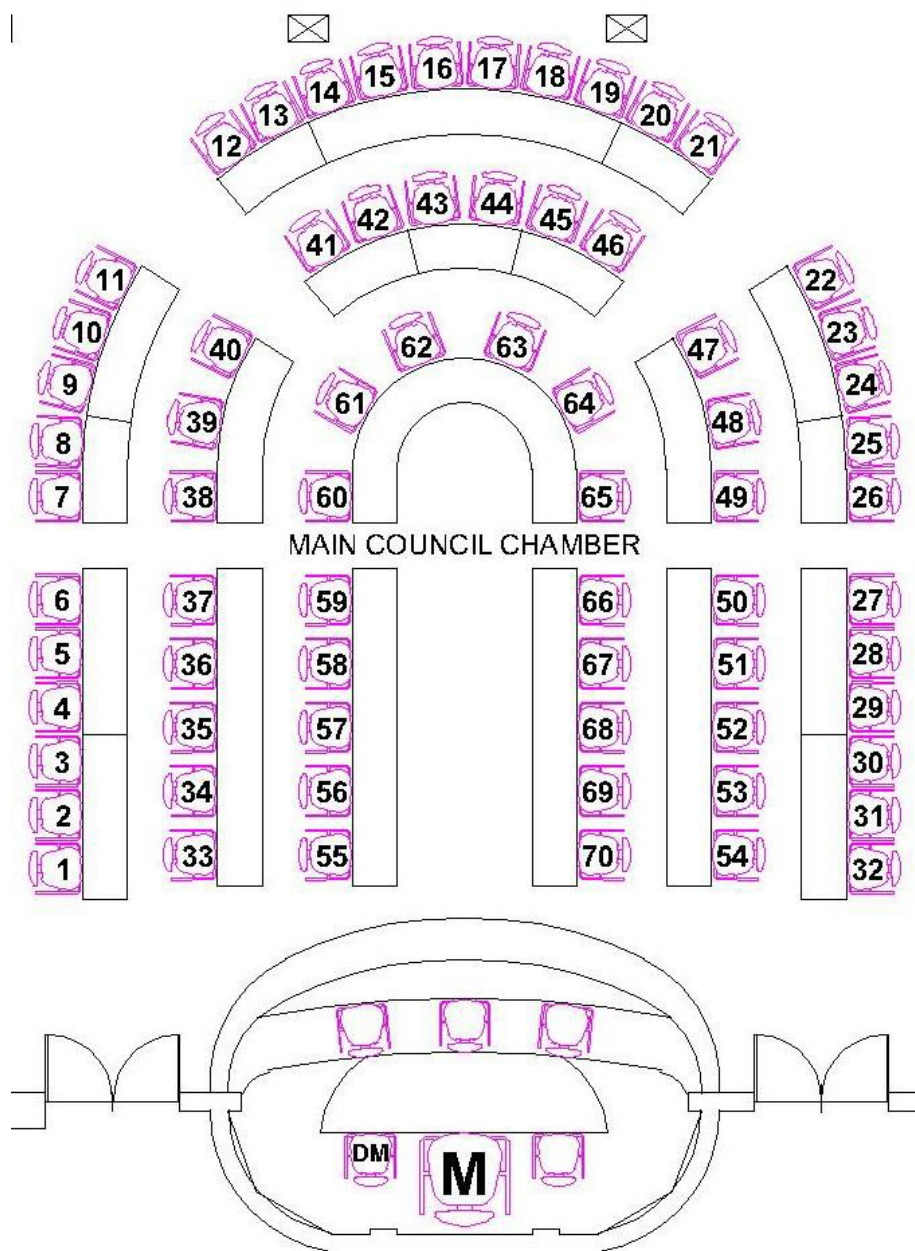




**COUNCIL  
AGENDA**  
for the meeting  
on  
28 January 2019 at  
6.30 pm

1. Callton Young
2. Joy Prince
3. Toni Letts
4. Maddie Henson
5. Andrew Pelling
6. Pat Clouder
7. Pat Ryan
8. Felicity Flynn
9. Marys Croos
10. Robert Canning
11.
12. Sherwin Chowdhury
13. Karen Jewitt
14. Jerry Fitzpatrick
15.
16.
17. Steve Hollands
18. Stuart Millson
19. Ian Parker
20. Michael Neal
21. Luke Clancy
22. Jan Buttinger
23. Sue Bennett
24. Jeet Bains
25. Gareth Streeter
26. Simon Brew
27. Mario Creatura
28. Helen Redfern
29. Oni Oviri
30. Margaret Bird
31. Scott Roche
32. Richard Chatterjee
33. Shafi Khan
34. David Wood
35. Nina Degrad
36. Patricia Hay-Justice
37. Louisa Woodley
38. Clive Fraser
39. Patsy Cummings
40. Sean Fitzsimons
41. Niroshan Sirisena
42. Janet Campbell
43. Stephen Mann
44. Chris Clark
45. Jamie Audsley
46. Mohammed Ali
47. Andy Stranack
48. Robert Ward
49. Badsha Quadir
50. Helen Pollard
51. Yvette Hopley
52. Vidhi Mohan
53. Steve O'Connell
54. Simon Hoar
55. Alisa Flemming



56. Hamida Ali
57. Stuart Collins
58. Alison Butler
59. Tony Newman
60. Simon Hall
61. Oliver Lewis
62. Jane Avis
63. Manju Shahul-Hameed
64. Paul Scott
65. Stuart King
66. Tim Pollard
67. Jason Cummings
68. Lynne Hale
69. Maria Gatland
70. Jason Perry
Notes etc.....
<b>M</b> – Mayor Councillor Bernadette Khan
<b>DM</b> – Deputy Mayor – Councillor Humayun Kabir
Please note that the numbers relate to microphone numbers.
May 2018

To: To All Members of the Council

Date: 18 January 2019

A meeting of the **COUNCIL** which you are hereby summoned to attend, will be held on **Monday, 28 January 2019** at **6.30 pm** in **Council Chamber, Town Hall, Katharine Street, Croydon CR0 1NX**

JACQUELINE HARRIS BAKER  
Director of Law and Governance  
London Borough of Croydon  
Bernard Weatherill House  
8 Mint Walk, Croydon CR0 1EA

Annette Wiles 020 872 6000 x64877  
annette.wiles@croydon.gov.uk  
[www.croydon.gov.uk/meetings](http://www.croydon.gov.uk/meetings)  
18 January 2019

Members of the public are welcome to attend this meeting. If you require any assistance, please contact officer as detailed above.

The meeting webcast can be viewed here: <http://webcasting.croydon.gov.uk>

The agenda papers are available on the Council website

[www.croydon.gov.uk/meetings](http://www.croydon.gov.uk/meetings)

## **AGENDA – PART A**

**1. Apologies for Absence**

To receive any apologies for absence from any Members.

**2. Minutes of the Previous Meetings (Pages 7 - 26)**

To approve the minutes of the Special and Full Council meetings held on 3 December 2018 as an accurate record.

**3. Disclosure of Interests**

In accordance with the Council's Code of Conduct and the statutory provisions of the Localism Act, Members and co-opted Members of the Council are reminded that it is a requirement to register disclosable pecuniary interests (DPIs) and gifts and hospitality to the value of which exceeds £50 or multiple gifts and/or instances of hospitality with a cumulative value of £50 or more when received from a single donor within a rolling twelve month period. In addition, Members and co-opted Members are reminded that unless their disclosable pecuniary interest is registered on the register of interests or is the subject of a pending notification to the Monitoring Officer, they are required to disclose those disclosable pecuniary interests at the meeting. This should be done by completing the Disclosure of Interest form and handing it to the Democratic Services representative at the start of the meeting. The Chair will then invite Members to make their disclosure orally at the commencement of Agenda item 3. Completed disclosure forms will be provided to the Monitoring Officer for inclusion on the Register of Members' Interests.

**4. Urgent Business (if any)**

To receive notice of any business not on the agenda which in the opinion of the Chair, by reason of special circumstances, be considered as a matter of urgency.

**5. Announcements**

To receive Announcements, if any, from the Mayor, the Leader, Head of Paid Service and Returning Officer.

**6. Croydon Question Time (Pages 27 - 100)**

**a) Public Questions (30 minutes)**

To receive questions from the public gallery and questions submitted



by residents in advance of the meeting.

b) **Leader and Cabinet Member Questions (105 minutes)**

To receive questions from Councillors.

**7. Member Petitions (Pages 101 - 104)**

To receive notice of petitions presented by Members on behalf of local residents.

**8. Maiden Speeches**

To hear maiden speeches from Councillors newly elected at the local elections held on 23 May 2018.

**9. Constitutional Changes - Members' Scheme of Allowances (Pages 105 - 122)**

To consider the report of the Director of Law and Governance proposing amendments to the Members' Scheme of Allowances, as part of the Council's Constitution, to establish a Parental Leave Policy.

**10. Pension Committee: London Borough of Croydon Pension Fund Property Transfer Proposal (Pages 123 - 130)**

To consider the proposals regarding the transfer of property to the Pension Fund.

**11. Appointment of Interim Chief Finance and Section 151 Officer and Interim Executive Director of Resources (Pages 131 - 134)**

To consider the report from the Chief Executive on the appointment of an Interim Chief Finance and Section 151 Officer and Interim Executive Director of Resources.

**12. Annual Report: Health and Wellbeing Board (Pages 135 - 146)**

To consider the annual report of the Health and Wellbeing Board.

**13. Council Debate Motions**

To debate any motions submitted in accordance with Council Procedure Rules.

**14. Recommendations of Cabinet or Committees to Council for decision (Pages 147 - 238)**

To consider the recommendations made by Cabinet or Committee since the last ordinary Council meeting relating to the following matters:

1. Ethics Committee: amendment to Assessment Criteria for reviewing complaints against Councillors
2. Cabinet: Education Estates Strategy

**15. Exclusion of the Press and Public**

The following motion is to be moved and seconded where it is proposed to exclude the press and public from the remainder of a meeting:

“That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.”

**PART B**

## Special Council

The Special Council Meeting held on Monday, 3 December 2018 at 6:30pm in Council Chamber, Town Hall, Katharine Street, Croydon CR0 1NX

### MINUTES

**Present:** Councillor Bernadette Khan (Chair);

Councillors Humayun Kabir (Vice Chair), Hamida Ali, Muhammad Ali, Jamie Audsley, Jane Avis, Jeet Bains, Sue Bennett, Margaret Bird, Simon Brew, Alison Butler, Jan Buttinger, Janet Campbell, Robert Canning, Sherwan Chowdhury, Chris Clark, Stuart Collins, Mary Croos, Jason Cummings, Patsy Cummings, Mario Creatura, Nina Degrad, Jerry Fitzpatrick, Sean Fitzsimons, Felicity Flynn, Clive Fraser, Maria Gatland, Lynne Hale, Simon Hall, Patricia Hay-Justice, Maddie Henson, Simon Hoar, Steve Hollands, Yvette Hopley, Shafi Khan, Stuart King, Toni Letts, Oliver Lewis, Stephen Mann, Maggie Mansell, Stuart Millson, Vidhi Mohan, Michael Neal, Tony Newman, Steve O'Connell, Oni Oviri, Ian Parker, Andrew Pelling, Jason Perry, Helen Pollard, Tim Pollard, Joy Prince, Badsha Quadir, Helen Redfern, Scott Roche, Pat Ryan, Paul Scott, Manju Shahul-Hameed, Niroshan Sirisena, Andy Stranack, Gareth Streeter, Robert Ward, David Wood, Louisa Woodley and Callton Young

**Apologies:** Councillors Badsha Quadir (for lateness), Alisa Flemming, Richard Chatterjee, Luke Clancy, Pat Clouder and Karen Jewitt

### PART A

#### 35/18 Disclosure of Interests

There were no declarations of pecuniary interests. Members confirmed their disclosure of interest forms were accurate and up-to-date.

#### 36/18 Urgent Business (if any)

There were no items of urgent business.

#### 37/18 Granting of the Freedom of the Borough

The recommendations from the Mayoralty and Honorary Freedom Selection Sub-Committee for granting the Freedom of the London Borough of Croydon were put forward to Members of the Council.

Madam Mayor, Councillor Bernadette Khan, invited Councillors Tony Newman, Leader of the Council, and Tim Pollard, Leader of the Conservative

Group, to respectively move and second each of the Freedom of the Borough recommendations and to make a short speech in support of the recommendations.

In moving the recommendation for Mr Roy Hodgson to receive the Freedom of the Borough, Cllr Newman highlighted Mr Hodgson had been born and had grown-up in the borough but was better known for his success in managing high profile football teams. It was noted that very few could match his achievements. His leadership of Halmstads BK, Malmo FF, Inter Milan, Liverpool FC and the England national team was specifically highlighted. Under his management, England gained qualification to the 2014 World Cup to the pride of the nation. In 1999, Mr Hodgson had coached a World XI team in a match played to honour Nelson Mandela. Mr Hodgson was reunited with Croydon when he was employed by Crystal Palace Football club in 2017. He went on to lead the team to Premier League survival last season. It was also noted that Mr Hodgson had brought integrity, dignity and passion to all of his roles at a time in the 1970s and 1980s when football did not always portray those values.

In his speech Councillor Tim Pollard shared that it was a pleasure to second the nomination in recognition of Mr Hodgson's lifetime achievements in domestic and international football, and as a leading member of the Croydon community. Mr Hodgson's return to Croydon and Crystal Palace Football Club was welcomed and his successful efforts in keeping the club in the Premiership would be remembered for many years to come. It was also noted that Mr Hodgson had been a teacher at Monks Hill Comprehensive School.

Councillor Newman went on to make a speech in moving the motion for Ms Donna Fraser to receive the Freedom of the Borough. He shared with Members of the Council that she had been born in Thornton Heath, and had a stunning record in domestic and European athletics as a 400m runner. She had represented the country at four successive Olympic Games, an achievement matched by very few. It was highlighted that since retiring from athletics, Ms Fraser had continued to inspire and give hope to many. She had publicly battled breast cancer and had supported many cancer charities. Additionally, Ms Fraser had put much back into sport as UK Athletics' Equality, Diversity and Engagement Lead and then as the organisation's Vice President.

Councillor Tim Pollard shared that it was a delight to second the nomination based on Ms Fraser's achievements within the borough, in addition to her representation of the country on many occasions and given that she had won medals at many major championships.

Ms Fraser was recognised for being a role model not only in sporting achievements, but also in the way she had overcome injuries and other health issues to come back stronger. Her charitable work had inspired the whole of the community. Ms Fraser was noted as a worthy recipient of the borough's highest civic honour.

Madam Mayor thanked Councillors Newman and Pollard for their remarks. The recommendation to award the Freedom of the Borough to Mr Roy Hodgson and Ms Donna Fraser was put to the vote and carried.

The Freedom of Borough was granted to Ms Donna Fraser and Mr Roy Hodgson. Both guests received their citation, an Honorary Freedom badge and a gift, which was presented by Madam Mayor and the Deputy Mayor, Councillor Humayun Kabir.

Both recipients of the Freedom of the Borough were invited to make a speech in reply.

In her speech Ms Donna Fraser highlighted to Members of the Council that her connection to the borough began when her parents had come to Croydon in the 1960's and expressed that it was her upmost desire to give back to the borough. Ms Fraser gave her thanks to her sister, Jenny Fraser, who had taken her to the tracks at the Croydon Arena, and Mike Fleet, who had introduced her to athletics through the Croydon Harriers. She gave her thanks for being granted the Freedom of the Borough which she highlighted as a huge honour.

Upon receiving his award, Mr Roy Hodgson shared with Members of the Council that Croydon had played a massive part in his life; he had his first taste of coaching in Croydon. He highlighted that it was a great honour to be awarded the Freedom of the Borough and gave this thanks for being nominated. He had never dreamt that his journey in life would take him from walking to Selhurst Park with his father and sitting on the cross-bar at the Holmesdale Road end to managing the club he had always supported and being recognised by Croydon Council for his career in football. He dedicated his receipt of the Freedom of the Borough to his parents.

## **38/18 Admission of Honorary Aldermen and Alderwomen**

The recommendations from the Mayoralty and Honorary Freedom Selection Sub-Committee for admission to the Distinguished Roll of Honorary Aldermen and Alderwomen were put forward to Members of the Council.

Councillors Newman and Pollard respectively moved and seconded the recommendations. The Council agreed to the nominations contained in the report for the admission to the Distinguished Roll of Honorary Aldermen and Alderwomen.

Madam Mayor invited Councillors Newman and Tim Pollard to make a short speech in support of those former Councillors who were nominated.

In moving the recommendation, Councillor Newman paid tribute to former Councillor colleagues from both the Labour and Conservative Parties:

- Carole Bonner was an unsung hero for the support she offered to many through her community work, dedication and support for the then Fieldway Ward;
- John Wentworth gave many dedicated years of public service to the Council. He served as the Labour Group Chair and led many policy discussions especially related to his passion - the good education of all of Croydon's young people;
- Wayne Trakas-Lawlor brought positivity and inspiration into his role as Mayor. He had transformed the lives of many he met for the better;
- Mike Selva served the Council with a quiet distinction and dignity which few managed. He also took his role as a local ward councillor very seriously helping hundreds of local people resolve their issues;
- Timothy Godfrey's contribution as Cabinet Member for Culture had been significant especially in ensuring the future of Fairfield Halls, which would deliver an iconic cultural centre for residents; and
- Mark Watson's contribution to bashment music was highlighted along with his support for the go-digital campaign and the regeneration of Surrey Street. His greatest achievement was bringing the Pride Festival to Croydon.

In seconding the recommendation, Councillor Tim Pollard paid tribute to the over 200 years of combined service to the people of Croydon represented by those being admitted to the Honorary Roll: 129 years from the former Conservative Councillors and 72 years from Labour:

- Sara Bashford had to step down before the last election due to taking on a job that was politically restricted but her track record of service made her a very worthy nominee as a former Member of Cabinet and a Deputy Leader of the Conservatives. Personal thanks were given for her support;
- Mike Fisher was a Leader of the Council from 2006 to 2014 taking enormous pride in the work of his administration which included bringing Westfield to Croydon;
- Dudley Mead had a thirty-eight year career which saw him Chair many committees, in addition to having been Mayor, a Leader of the Opposition, Council Deputy Leader and a respected Cabinet Member for Housing;
- Margaret Mead served for a twenty-eight years, was Mayor and for many years led on Adult Social Care and health integration as Cabinet Member. Her policy knowledge was encyclopaedic; and
- Chris Wright served for twenty-eight years, was a champion of Old Coulsdon and was a font of knowledge on planning issues. He held a variety of senior positions in his career and his depth of knowledge and experience was what made him so respected.

Madam Mayor thanked Councillors Newman and Pollard for their remarks. The recommendation to admit the eleven former Councillors to the Roll of Honorary Aldermen and Alderwomen was put to the vote and carried.

Admission to the Distinguished Roll of Honorary Aldermen and Alderwomen was granted to Sara Bashford, Carole Bonner, Mike Fisher, Timothy Godfrey, Dudley Mead, Margaret Mead, Mike Selva, Wayne Trakas-Lawlor, Mark Watson, John Wentworth and Chris Wright. Each was presented and received their citation and a gift from Madam Mayor and the Deputy Mayor.

39/18      **Exclusion of the Press and Public**

Not required.

The meeting ended at 7.10 pm

**Signed:**

**Date:**

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.....



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## **Council**

The Council Meeting held on Monday, 3 December 2018 at 7:33pm in Council Chamber,  
Town Hall, Katharine Street, Croydon CR0 1NX

## **MINUTES**

**Present:** Councillor Bernadette Khan (Chair);

Councillors Humayun Kabir (Vice Chair), Hamida Ali, Muhammad Ali, Jamie Audsley, Jane Avis, Jeet Bains, Sue Bennett, Margaret Bird, Simon Brew, Alison Butler, Jan Buttinger, Janet Campbell, Robert Canning, Sherwan Chowdhury, Chris Clark, Stuart Collins, Mary Croos, Jason Cummings, Patsy Cummings, Mario Creatura, Nina Degrad, Jerry Fitzpatrick, Sean Fitzsimons, Felicity Flynn, Clive Fraser, Maria Gatland, Lynne Hale, Simon Hall, Patricia Hay-Justice, Maddie Henson, Simon Hoar, Steve Hollands, Yvette Hopley, Shafi Khan, Stuart King, Toni Letts, Oliver Lewis, Stephen Mann, Maggie Mansell, Stuart Millson, Vidhi Mohan, Michael Neal, Tony Newman, Steve O'Connell, Oni Oviri, Ian Parker, Andrew Pelling, Jason Perry, Helen Pollard, Tim Pollard, Joy Prince, Badsha Quadir, Helen Redfern, Scott Roche, Pat Ryan, Paul Scott, Manju Shahul-Hameed, Niroshan Sirisena, Andy Stranack, Gareth Streeter, Robert Ward, David Wood, Louisa Woodley and Callton Young

**Apologies:** Councillors Badsha Quadir (for lateness), Richard Chatterjee, Luke Clancy, Pat Clouder, Alisa Flemming and Karen Jewitt

## **PART A**

### **40/18 Minutes of the Previous Meeting**

The minutes of the meeting held on Monday 8 October 2018 were agreed as an accurate record.

### **41/18 Disclosure of Interests**

There were no declarations of pecuniary interests. Members confirmed their disclosure of interest forms were accurate and up-to-date.

### **42/18 Urgent Business (if any)**

There were no items of urgent business.

### **43/18 Announcements**

Madam Mayor, Councillor Bernadette Khan, provided Members of Council with her announcements. She had recently had the honour of visiting many Croydon schools, including Croydon College, to present graduates with their degrees and diplomas.

Madam Mayor had the honour of attending the Civic Awards that gave recognition to those who had made a significant contribution to improving the lives of others.

Madam Mayor also attended the Star Award Ceremony in celebration of the talent, success and achievements of looked after young people, who went on to achieve amazing outcomes.

Madam Mayor had proudly attended the Metropolitan Police Service Commendation Ceremony where Croydon police officers and members of the public were honoured for going above and beyond the call of duty in service of others. The pride felt by Madam Mayor and the Croydon Borough Commander whilst presenting the awards was noted.

Madam Mayor was delighted to have hosted an interfaith celebration of Eid and Diwali in Croydon Town Hall as an expression of Croydon's diversity.

Lastly, Madam Mayor gave thanks to all those involved in organising a concert in aid of the Mayor's charity for Cancer Research UK.

Madam Mayor invited the Leader of the Council, Councillor Tony Newman, to make his announcements. Councillor Newman reported that a response had been received from the Home Office to the Council's letter. However, there was still no clarity on any settlement regarding the £7 million that Croydon was underfunded for the costs of care provided to Unaccompanied Asylum Seeking Children. Further, that the next Cabinet meeting would see a paper on the implications of Brexit and the potential risks for and damage it could do to the borough.

#### **44/18 Croydon Question Time**

The Mayor began the item with questions from members of the public.

Priscilla Jones asked a question relating to start-up loans for new businesses. Councillor Shahul-Hameed, Cabinet Member for Economy and Jobs, responded that the Council provided enterprise funds from £1k to £50k to those who would like to start their own business.

Monica Bins asked a question seeking an update on the Westfield development. Councillor Newman, Leader, responded that Westfield was on track to be successful and the Council was targeting big high street brands in order to maintain the retail sector in Croydon.

John Burtenshaw asked a question relating to the Blackhorse Lane Bridge. Councillor King, Cabinet Member for Environment, Transport & Regeneration (job-share), responded that the replacement of the bridge was a significant undertaking and he was confident that this would be resolved as quickly as possible.

Alan Corline asked a question relating to the sub-letting of social housing. Councillor Butler, Deputy Leader and Cabinet Member for Homes & Gateway Services, responded that the new General Data Protection Regulation (GDPR) regulations had placed restrictions on naming and shaming in public those who broke the sub-letting rules. However, those who did break the law on sub-letting would be prosecuted.

Keith Cooper asked a question relating to bin obstructions. Councillor Collins, Deputy Leader and Cabinet Member for Clean Green Croydon, responded that residents should be leaving their bins at the curtilage for collection. The private contractor was to take bins from the curtilage and return them to the same point after emptying. Residents would be contacted if their bins were unintentionally left on the highway. For other areas in the borough where there were issues around access, the private contractor was to operate a different system of bin collection.

Alexander Hughes asked a question relating to spending on speed limit signs. Councillor King responded that speed limit signs was a legal requirement following the Council's decision to reduce speed limits to 20mph in all residential roads in Croydon.

Andrew Rendle asked a question in relation to MMR vaccinations. Councillor Avis, Cabinet Member for Families, Health & Social Care, responded that Croydon was working closely with the Clinical Commissioning Group to identify GP surgeries where parents were not taking-up the MMR vaccination for their children. The Council is also working closely with Public Health England. Promotional letters had been sent to parents and social media was being used to promote MMR vaccinations.

Vanessa Webster asked a question in relation to assisted collections. Councillor Collins responded and acknowledged the issues some residents were experiencing with assisted collections. He sent his apologies to Vanessa Webster on behalf of the contractor for the poor service experienced. The Councillor committed to follow-up and ensure a better service would be provided.

The Mayor then moved the item to Councillor questions to the Leader, Councillor Tony Newman.

Councillor Tim Pollard, Leader of the Opposition, asked a question on assisted bin collections for vulnerable residents and the poor service received. The Leader responded that there had been a remarkable change in the way bins were being collected and apologised to any residents who had not

received the expected service during the time that these changes were being implemented.

Councillor Tim Pollard asked a supplementary question on the service that Veolia was providing. The Leader responded that all staff had been applauded for their good service, and where the contractor was not delivering as expected it was held to account.

Councillor Ryan asked a question on the effect of austerity on Council services particularly those in the front line. The Leader responded that the Council had faced massive funding pressures and had seen extraordinary scenes where families had been struggling to have sufficient food as a result of cuts. The Leader highlighted that the Council would do all that it could to support families.

Councillor Ryan asked a supplementary question on austerity within Crystal Palace Ward where the environment, schools and police were significantly underfunded. The Leader responded with an acknowledgment that austerity had affected the ward and thanked Councillor Ryan for all his work within the ward.

The Mayor then moved the item to Councillor questions to the first pool of Cabinet Members.

Councillor Butler announced that at the recent awards night a number of staff within the Housing and Regeneration Division had been nominated, had won and had been the runners-up in many categories. This included nominations for Brick by Brick.

Councillor Shahul-Hameed, Cabinet Member for Economy and Jobs, announced that the Apprenticeship Employer of the Year Award had been awarded to staff within the service.

Councillor Perry asked a question on the assistance given to Dobson's Upholstery in South Norwood following the Planning Committee's approval of conversion of its business premises into a one bedroom studio. Councillor Shahul-Hameed responded that there was continued support and that the Council was supporting businesses in the district and town centres.

Councillor Perry asked a supplementary question on Dobson's Upholstery. This business had been in operation for forty years. It was noted that its family owners were at risk of being put out of business because of the loss of its premises. Councillor Shahul-Hameed responded that the Council and the Regeneration Team were supporting the business as well as all businesses and individuals that were at a disadvantage. The Gateway Team was working on the *CR0 2020 Project* to ensure employability for homeless people.

Councillor Prince asked a question about improving the employability of those with disabilities and the progress that had been made in achieving this commitment. Councillor Shahul-Hameed responded that the Council

continued with the priority of the employability of people with disabilities, the homeless, care leavers and those furthest from the labour market. The Council was recognised for its work at the National Innovation Awards, which saw it achieve award success. Some of the initiatives brought to Croydon included the *Reverse Job Fair*, the Council supported *Self-Employment Academy*, and the *All About Me Project*. The Council was proud of the promotion and support offered to people of disadvantaged backgrounds.

Councillor Hale asked a question relating to housing and the failure to build more houses. She highlighted the case of a homeless family turned away by the Council without support being provided. Councillor Butler responded that action would be taken to offer support and apologies were sent to the family. The Council was proud that Brick By Brick was on site across the borough and people would soon be able to move into the homes being built.

Councillor Hale asked a supplementary question regarding homeless shelters provided in Croydon. It was noted that one specifically was insured for fourteen guests but there were instances of having fifteen guests in residence. This situation was not fair to the volunteers helping the Council to support rough sleepers at this shelter. Councillor Butler responded that there were various organisations and individuals who had a passion to end homelessness and commended their work and all Council staff who were doing their utmost. Sheltered provision was available across the borough in conjunction with *Thames Reach*. The Council was delighted that the housing first scheme had been launched to provide dedicated housing support for rough sleepers.

Councillor Clark asked a question relating to the revised Gambling Policy. Councillor Hamida Ali, Cabinet Member for Safer Croydon and Communities, gave thanks to the Licensing Team and Legal Counsel for their hard work in reviewing the statement of principles and ensuring compliance in this area. Public feedback was vital to shaping services and policy.

Councillor Clark asked a supplementary question on national legislation on the licensing of gambling activity. Councillor Hamida Ali responded that the Council's capacity to set the direction in this area was extremely limited under the statutory guidance. One objective was to protect young and vulnerable people from the harm of gambling. Therefore, the Council had revised the statutory statement as an opportunity to indicate an interest in undertaking research in this area. The rise in online gambling and use of high stakes fixed-odds betting terminals were contributing factors to harm. The Council was heartened with the response received from GamCare and Gamble Aware. They had endorsed the approach being taken to tackle gambling. This was also in line with the Local Government Association's new guidance published in December 2018.

Councillor Bennett asked a question relating to homelessness and the need for a permanent all year shelter for more than fifteen people. Councillor Butler responded that the Council aimed to provide more permanent accommodation places. The idea of the shelter was to offer accommodation quicker on a

short-term basis allowing the opportunity for longer term arrangements to be made. These shelters were not intended to offer a permanent solution. The Council also looked at families in temporary and emergency accommodation who had been affected by the Government freeze on housing allowance over four years.

The Mayor then moved the item to Councillor questions to the second pool of Cabinet Members.

Councillor Scott, Cabinet Member for Environment, Transport and Regeneration (job-share), announced with disappointment that the Purley Baptist Church scheme had been overturned by the Secretary of State. This would prevent the delivery of 220 new homes. As a result, new homes would need to be delivered through increased intensification in the area and the Council was committed to making this happen.

Councillor Hall, Cabinet Member for Finance & Resources, congratulated Sarah Warman who had been appointed as Director of Commissioning and Procurement on a unanimous, cross-party basis.

Councillor Mohan asked a question relating to the number of missed bin collection complaints following the introduction of the new waste service. Councillor Collins responded that there had been a decrease in the number of missed bin collections each month since the start of the new service. This accounted for less than 1% of all bin collections across any one month. The teething issues would normally take more than twelve weeks to be resolved based on giving crews time to familiarise themselves with new routes. However, now that this initial period had expired, tougher penalties for the contractor would commence. The Council had dealt with a high number of enquires and had delivered successfully to the vast majority.

Councillor Mohan asked a supplementary question regarding the number of missed collections. It was suggested these were significantly higher than reported by the Cabinet Member as residents found it difficult to report instances of missed collections. Councillor Collins responded that the reporting system was functioning well. The Council's staff award ceremony had seen the Waste Team given special recognition for its good work across the borough.

Councillor Fitzpatrick asked a question relating to the ground maintenance contract and the implications for the service of the contract being brought back in-house. Councillor Collins responded that the Council's manifesto pledge was to make sure all staff working for the Council would receive the London Living Wage (LLW) with payment of the LLW as a basic requirement in all new Council contracts. The Council was proud in honouring its manifesto to invest in equipment and to work with staff to improve services.

Councillor Streeter asked a question relating to assisted bin collections for elderly and vulnerable residents. It was advised that missed collections



should be reported via an app. Councillor Collins responded that reports of missed collections could be made online or alternatively the contact centre could record missed assisted collections and ensure they have been rectified.

Councillor Streeter asked a supplementary question relating to the repeated issue of unhappy residents and finding a better way to communicate with those who are elderly and vulnerable. Councillor Collins responded that all staff were trained to provide a high level of customer service. In addition, the Council would provide an improved IT system for residents which would be more customer friendly.

Councillor Degrad's asked a question relating to the negative impact of herbicides and the risk to public health. It was asked whether the Council would use the opportunity of insourcing the grounds maintenance contract to stop using glyphosates. Councillor Collins confirmed that a lot of other Councils had got rid of glyphosates used in weed killers and Croydon Council would use the opportunity of the new contract to cease using glyphosates from February 2019. Suitable alternative methods to get rid of weeds were under review. It was noted that this may include an increase in the manual removal of weeds and using suitable machinery, which would incur additional costs.

Councillor Brew asked a question relating to residents' food waste not having been collected throughout the summer with no communication from the Council. Councillor Collins responded that the private contractors would be reminded of their duty following missed collections.

Councillor Brew asked a supplementary question relating to the quality of communication regarding the non-delivery of replacement bins. Councillor Collins responded that assistance was on hand to all residents who had reported an issue.

The Mayor then moved the item to Councillor questions to the third pool of Cabinet Members.

Councillor Lewis, Cabinet Member for Culture, Leisure and Sport, thanked all staff at the museum and library who had put on an event at the Clocktower in commemoration of the hundredth anniversary of the end of the First World War. This saw a roll of honour for Croydonians who fell during the conflict.

Councillor Shafi Khan, substituting for Councillor Alisa Flemming, Cabinet Member for Children, Young People & Learning, welcomed Robert Henderson who had recently started with the Council in the role of Executive Director of Children's Services. Gratitude was expressed to Eleni Ioannides for all her hard work in the role during the interim period. Congratulations were also given to the new Director of Early Help and Children's Social Care, Nick Pendry, who was to begin in his new role in the New Year. Philip Segurola was thanked for his work in the role during the interim period. The recent Ofsted visit highlighted progress being made in the Early Help and Children's

Social Care service. Over 90 Looked After Children received an award for achievements and contributions at the borough's first Star Award Ceremony and the Croydon Care Leaver Connect App had been launched.

Councillor Avis announced that the Adult Social Care department had been recognised for its hard work and service at the Croydon staff awards. The opportunity was taken to promote to Members of the Council that the Cherry Orchard Garden Centre, run by adults with learning disabilities, was selling Christmas trees.

Councillor Redfern asked a question relating to Croydon's health visiting service; the quality of early days development checks was unfavourable compared to the London average. Councillor Avis responded that in reference to the Public Health Report the issues raised had been acknowledged and there was room for improvement. The Councillor indicated she would be able to provide an update to Council at a future meeting.

Councillor Redfern asked a supplementary question relating to Croydon's health visiting service. The number of visits to children aged between two and two and a half years was low and impacted on the success of the immunisation programme. Croydon's rate of immunisation was low compared to the London average. Councillor Avis responded that the service would ensure health visits would increase and an update on the service would be reported at a future meeting as part of a focus on improvements in this area. Specifically regarding the MMR vaccination, the service had acknowledged that the immunisation rate was not good enough. The Cabinet Member gave an assurance that improvement work would be undertaken in this area.

Councillor Henson asked a question relating to pre-natal depression, mental health and future events relating to this subject. Councillor Shafi Khan responded that at the September Council meeting the *Partnership Early Help Strategy* had been adopted to offer help at the right time. It was acknowledged that early stage intervention would provide better results. The Council was to align the new strategy with the existing *Best Start* scheme on a locality basis. Peer support, advice and counselling could be accessed through GP services or a Children's Centre. Where the service was intensive and was at a high level of complexity, there would be a better family solution approach delivered through a set of services and partners.

Councillor Henson asked a supplementary question relating to support for pre-natal depression. Councillor Shafi Khan responded there had been a call for more funding at the recent National Conference. Innovative ideas offered by the Council meant that support for pre-natal depression was being offered through the *Early Help* and the *Best Start* schemes.

Councillor Stranack asked a question relating to communicating with older and vulnerable residents. Councillor Avis responded that the Council was doing a lot of credible work in communicating with those residents.

Councillor Stranack asked a supplementary question regarding the concern expressed by the Local Government Ombudsman over systematic problems within care planning for older adults. Councillor Avis responded that the Local Government Ombudsman's report stated that the number of complaints received was not an indicator of the Council's performance. Rather the high volume of complaints could be seen as a sign of an open, learning organisation, as well as an early warning of wider problems. The Council agreed that 23 complaints was high and that lessons would be learnt from the outcomes of those complaints.

Councillor Pelling asked a question relating to the Croydon Aerodrome area that suffered from bikes and antisocial behaviour. Councillor Lewis responded that anti-social behaviour in parks was taken very seriously. The Council was working closely with the Community Safety and the Active Lifestyles Teams which managed Croydon's parks.

#### **45/18 Member Petitions**

A Member Petition was presented by Councillor Andy Stranack on behalf of residents regarding a Council Tax Refund. It was agreed that Councillor Simon Hall, Cabinet Member for Finance and Resources, would respond in writing.

#### **46/18 Council Debate Motions**

The Mayor began the item with the first debate motion, submitted by the majority group, which read as follows:

"Croydon is home to a large population from the Windrush Generation. It is also home to long established institutions set up by the Windrush Generation to self-help their settlement in the UK, not least Croydon Caribbean Credit Union, which is the oldest credit union in the country, and Croydon African Caribbean Family Association. We also have many residents who are members of national organisations such as the Nurses Association of Jamaica UK and the Association of Jamaicans UK Trust which have branches in Croydon.

On 22 June 2018, Croydon Council became the first local authority in the country to establish and celebrate an annual Windrush Day in recognition of the rich diversity Commonwealth Citizens have brought to the Borough.

Croydon Council is mortified by the Hostile Environment inspired by Conservative Central Government that has led to detentions, deportations and other restrictions being applied to some British Citizens of the Windrush Generation, coupled with adverse financial and emotional impacts for those affected.

Croydon Council resolves to:

- call upon Conservative Central Government not to cap compensation amounts payable to victims of the Hostile Environment under its compensation scheme or to apply confidentiality agreements, time limits and other arbitrary restrictions,
- support the call for fees for naturalisation to be waived for all who have been affected,
- oppose the criminalisation of Windrush families under the Hostile Environment,
- demand that the Government fully supports advice agencies in their work to achieve justice for all those affected, in Croydon and elsewhere,
- continue to review our own policies and procedures to ensure that we support those affected, and
- press the Prime Minister to call for an independent public inquiry into the Windrush scandal”.

Councillor Patsy Cummings, moving the motion, stated that although the Council did not have full figures, Croydon was believed to be the home to hundreds of members of the Windrush Generation from countries across the globe. Members of the Windrush Generation had made contributions to the country and the borough with their children going on to do the same. Croydon was proud to be the only Council to raise a Windrush flag on its seventieth anniversary on 22 June 2018. There were many people that had been deported and had not been contacted by the Windrush Taskforce. The Government should have a compensation scheme that would recognise and value all emotional and monetary loss in addition to the impact of the Government’s policy on family life. Compensation should be determined on an individual, case-by-case basis. The introduction of a capped or partial compensation scheme questioned the value, the merit and the transparency of Government apologies and undermined the commitment to resolve this issue. This Government had shown a refusal to acknowledge the effect on individuals and families who had been traumatised as a result of the scandal and ongoing hostile environment.

Councillor Patsy Cummings took the opportunity to reiterate recognition offered for the work of Croydon’s own Windrush Generation members. The late Gee Bernard, Croydon’s first black female Councillor, was commended as a previous Windrush Champion. The work of Patrick Vernon OBE was also commended as he had supported the community to raise issues for many years.

Councillor Young seconded the motion and reserved his right to speak.

Councillor Oviri stated that her parents had arrived in the UK in the 1960s and 1970s from Nigeria. They were not referenced as from the Windrush

Generation as this was a term reserved for use in connection with those from Caribbean countries. However, her parents had experienced the same treatment. Her father recounted his early years in London where he had not received the welcome he had expected. He found it difficult to work and live. Since learning about the Windrush Generation it was disturbing to note that this was an issue for all colours. The Prime Minister had reassured the community of the Windrush Generation's right to stay in the UK. Further reassurance was given that no one with the right to remain in the UK would be made to leave. Some people from the Windrush Generation had been let down by the immigration system. The Government needed to do things right including the compensation scheme and continuing to help those who wished to retire to their country of origin. Councillor Oviri supported the motion.

Councillor Tim Pollard stated that the Government was doing a lot to make things right. For example, through the compensation scheme and by ensuring it was easier to evidence right to stay. The Council welcomed the people of the Windrush Generation who had built a life here and acknowledged the significant contribution they had made to the country. This was an important issue. It was important to look at and remedy the harm done. Councillor Pollard highlighted his support for the motion including supporting that the fees for naturalisation be waved.

Councillor Young, seconding the motion, stated that it had been made to support the ongoing nationwide fight for justice. The number of Windrush victims was growing and their stories were painful to hear, from illegal detention to deportation, family separation, job losses, withdrawal of state benefits, zero access to medical treatment and homelessness. A Parliamentary Report by the Joint Committee on Human Rights concluded that the Home Office required standards of proof from many members of the Windrush Generation of their leave to remain which was impossible to provide. The Report highlighted that detention powers were used unlawfully and inappropriately by the Home Office and that the Home Office had not acted on its mistakes. The whole process had proved to be a barrier to justice. The motion was important as it called for the Government not to place a cap on the compensation offered, not to apply confidentiality agreements and to hold an independent public enquiry into the scandal. Councillor Young commended the motion.

The motion was put to the vote and carried.

The Mayor then moved the item to the second debate motion, submitted by the opposition, which read as follows:

"This Council needs to do more to protect its most vulnerable residents - and apologise to all those it has let down to date".

Councillor Creatura, moving the motion, stated that there were numerous examples of the administration failing Croydon residents. Since 2014, the Labour Council had not completed the building of a single affordable home, leaving many on the housing list; bin collections for elderly residents had been

left for weeks; health visitors had high caseloads making support for families difficult to provide; Ofsted had shamed Croydon's Children's Social Care and revealed recently that the Council was still suffering with drift and delay. The lack of support for adults with complex needs had been evidenced when the Council had to pay a family thousands of pounds in compensation. There had been a mass of complaints made by vulnerable residents who had felt let down. The motion requested that more would be done to protect the vulnerable and apologise to those let down to date.

Councillor Hoar seconded the motion and reserved his right to speak.

Councillor Newman stated that the Council's work for vulnerable residents had been publicly recognised. This was seen at the Guardian Public Service Awards in November 2018. Issues in providing services for vulnerable residents were as a result of austerity and cuts to the Council's budget. The United Nations had issued a recent report highlighting the impact of Government funding cuts resulting from austerity. Croydon's staff had worked hard to support the community. Councillor Newman opposed the motion.

Councillor Clark stated that the Council had helped families who struggled to pay rent due to delays in receiving benefits caused by Universal Credit. Help had been provided to get people get off the streets into homes by using discretionary housing allowances. Further, the Council had helped over 2,400 families avoid homelessness and had reduced homelessness by 15% through the launch of new initiatives to help people get off the streets and into homes. The Council stood for the people in Croydon. Councillor Clark opposed the motion.

Councillor Hoar, seconding the motion, stated that the reality of Croydon was very different. The Council had seen the collapse of the social care system. The policy of the Council's pension scheme had resulted in this being drastically underfunded. Rubbish collections and assisted collections had become an issue. The Council had not built an affordable home in five years. Crime was out of control and the bus consultation from TFL within the borough had not considered the elderly with regard to proposed changes to the town centre service. Councillor Hoar seconded the motion.

The motion was put to the vote and fell.

47/18      **Recommendations of Cabinet or Committees referred to Council for decision**

The recommendations as set out in the report were put to the vote and carried. Council **RESOLVED**:

**General Purposes and Audit Committee:**

1. Revision of Minimum Revision Statement Report: To adopt the revised Minimum Revenue Provision (MRP) policy statement appended to the report (required by SI 2008/414).

2. Independent Non-voting Member Recruitment: To confirm the appointment of Nousheen Hassan for the remainder of the municipal year and that said appointment be subject to the Code of Conduct for Non-Voting Co-optees.

**Cabinet:**

3. Adoption of the International Holocaust Remembrance Alliance working definition of antisemitism: To adopt the IHRA definition of antisemitism as part of its commitment against any form of discrimination as set out in the report.

**Licensing Committee:**

4. The Gambling Act 2005 - Review of London Borough of Croydon Statement of Principles: To adopt the revised Statement of Principles as endorsed by the Licensing Committee.

48/18      **Exclusion of the Press and Public**

Not Required.

The meeting ended at 9.46 pm

**Signed:**

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**Date:**

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<b>REPORT TO:</b>	<b>COUNCIL</b> <b>28 January 2019</b>
<b>SUBJECT:</b>	<b>CROYDON QUESTION TIME:</b> <b>A) PUBLIC QUESTIONS</b> <b>B) LEADER AND CABINET QUESTIONS</b>
<b>LEAD OFFICER:</b>	<b>Jacqueline Harris Baker,</b> <b>Director of Law and Governance</b>
<b>WARDS:</b>	<b>ALL</b>
<b>CORPORATE PRIORITY/POLICY CONTEXT:</b> The business reports of the Leader and Cabinet are prepared in accordance with the Council Procedure Rules at Part 4A of the Constitution.	

## 1. EXECUTIVE SUMMARY

- 1.1 This report outlines the process for:
- public questions; and
  - questions to the Leader and Cabinet from Councillors.

## 2. BACKGROUND

- 2.1 Part 4A of the Constitution details the process that allows for the Leader and Cabinet Members to take oral questions. Question Time is split into two part; public questions and Councillors' questions to the Leader and Cabinet.

### Public Questions

- 2.2 Public questions can be asked of the Leader or Cabinet Members on issues of policy at the Meeting as set out within the Constitution Part 4A, Sections 3.16 – 3.20. Any questions of a purely factual or of a detailed nature that cannot be answered on the evening shall be noted and shall receive a written response within three weeks following the meeting. The responses shall be published on the Council's website.
- 2.3 Public Questions shall only be taken at Ordinary Council meetings and shall be allocated a total time of 30 minutes. This timeframe shall include both the questions and responses by the relevant Cabinet Members or Leader.
- 2.4 The Mayor has absolute discretion to decline to allow any question to be dealt with under this procedure on the grounds that it addresses matters that would be inappropriate to consider at the meeting, including where the questions being asked are repetitive or have already been addressed.

- 2.5 Questions shall be dealt with in the order in which members of the public seated in the public gallery are invited by the Mayor to address the Leader or Cabinet Member. Members of the public invited to put their questions will also be permitted to ask a single supplementary question but shall do so only if called upon by the Mayor to do so as this may be subject to time constraints.
- 2.6 The Mayor may also accept questions from Members of the Public submitted by email to the designated email address by 12noon on the Friday prior to an ordinary Council meeting. The Mayor will put questions received by email to the relevant Cabinet Member and, where a number of questions are received on the same subject, the Mayor may put a summary of those questions instead.

### **Leader and Cabinet Questions:**

- 2.7 This item is to enable Members to ask questions of the Leader and Cabinet on issues of policy. Any questions of a purely factual or of a detailed nature that cannot be answered on the evening shall be noted and shall receive a written response within three weeks following the meeting. The responses shall be published on the Council's website.
- 2.8 Questions which relate to a current planning or licensing matter or any matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment shall not be permitted. In addition, questions shall not be received or responded to where they pertain to anticipated or ongoing litigation, conciliation or mediation or any employment or personnel related issues or disputes.
- 2.9 The Leader shall be the first to respond to questions under this item and the total time allocated to questions by Members to, and responses from the Leader, shall be 15 minutes. The first two minutes of the Leader's 15 minute slot may be used by the Leader to make any announcements.
- 2.10 Cabinet Members, divided up into three 'pools' of three Members each, shall thereafter respond to questions by other Members of the Council. The total time allocated to each 'pool' of Cabinet Members shall be 30 minutes. The three Cabinet Members shall each be permitted to use two minutes of this 30 minute slot to make announcements.
- 2.11 The 'pools' for this meeting will be as follows:

#### **Pool 1**

<b>Name</b>	<b>Portfolio</b>
Stuart Collins	Deputy Leader and Cabinet Member for Clean, Green Croydon
Stuart King/Paul Scott (job share)	Cabinet Member for Environment, Transport & Regeneration
Simon Hall	Cabinet Member for Finance & Resources

#### **Pool 2**

<b>Name</b>	<b>Portfolio</b>
Oliver Lewis	Cabinet Member for Culture, Leisure & Sport
Alisa Flemming	Cabinet Member for Children, Young People & Learning
Jane Avis	Cabinet Member for Families, Health & Social Care

### **Pool 3**

<b>Name</b>	<b>Portfolio</b>
Alison Butler	Deputy Leader and Cabinet Member for Homes & Gateway Services
Hamida Ali	Cabinet Member for Safer Croydon & Communities
Manju Shahul-Hameed	Cabinet Member for Economy & Jobs

- 2.12 Representatives of political groups may give advance notice to the Council Solicitor by 12noon on the Friday preceding an ordinary Council Meeting, the names of the first two Members of their respective political group that they wish the Mayor to call to ask a question of each Member of the Cabinet, including the Leader of the Council.
- 2.13 After those Members have been called, the Mayor will call Members that indicate they have a question, with a presumption of inviting questions from as many different Members as possible. Each Member asking a question will also be allowed to ask a supplementary question.

### **3. Cabinet Member Bulletins**

- 3.1 The Leader of the Council and Cabinet Members may submit bulletins to be included in the Council agenda papers for this item. Bulletins may summarise the business undertaken by a Cabinet Member since the last ordinary meeting of the Council. The bulletins can be found at Appendix 1.

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**CONTACT OFFICER:** Annette Wiles  
Senior Democratic Services and Governance Officer  
Council & Regulatory  
Ext 64877

**APPENDICES:** Leader and Cabinet Member Bulletins

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## Leader of the Council Cabinet Member Bulletin Councillor Tony Newman January 2019

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### R.I.P. Cllr Maggie Mansell

It is with great sadness that we received the news of the passing of one of our most dedicated, compassionate and long-serving councillors, Maggie Mansell. Maggie helped thousands of people and made a real difference, particularly in the field of health. She was campaigning right up until the end. We will remember her passion for equality and justice, her caring nature and her unswerving commitment to our community. She will be sadly missed, and our thoughts are with her family.



### Creative Enterprise Zones (CEZ)

It gives me great pride that Croydon has been named among the capital's first Creative Enterprise Zones (CEZ) announced by the Mayor of London in December. The award of £500,000 will be used to promote the growth of arts through provision of space, skills and support, policy and community. Some of the exciting projects we are working on include:

- Developing Croydon as a music city – a place that encourages and nurtures emerging talent, breaking down barriers to success in the music industry
- Launching a pioneering new cultural internship programme, offering young people paid work placements with leading national and local arts organisations
- Creating a subsidy scheme for under 25s looking for studio space, which will cover up to 40% of the cost
- Encouraging creative businesses to move to Croydon, through the introduction of business rate relief for creative start-ups and those relocating to Croydon



## Leader of the Council Cabinet Member Bulletin Councillor Tony Newman January 2019

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- Collating an online list of available properties for creative businesses, and launching a start-up incubator programme providing tailored business support.



### Fairfield Halls

Work continues on the Fairfield Halls ahead of the opening in September of this year. I was fortunate enough earlier this month to visit Phoenix Piano Studios with Neil Chandler, our venue Director, to see for myself the beautiful pianos we are going to have at Fairfield when it opens. Pianos are being provided as part of sponsorship secured for the venue by the operator, something our audiences, residents and young people are going to benefit from in particular.

The next few weeks will see a series of further exciting announcements on Fairfield Halls, the launch of the latest website at the end of this week and more tickets going on sale. There are also great plans for the renaming of the foyer space to become the Arnhem Foyer in honour of our historical relations with Arnhem, and we will be





## Leader of the Council Cabinet Member Bulletin Councillor Tony Newman January 2019

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inviting colleagues and artists over from Arnhem to help us rededicate this space in style later this year.



### Mayor's Growth Fund

There was good news in December for the residents and businesses of South Norwood and Woodside. A bid to the GLA to deliver high streets where local businesses thrive and job opportunities are created across both wards was awarded £1.16m from the Mayor of London's Good Growth Fund. Croydon Council and South Norwood Town Team We Love SE25 led an engagement programme through summer and autumn 2018 to develop the ideas with the community for the three-year programme of projects. The GLA funding will be matched by a further £1.16m from Croydon Council to make a total budget of £2.3m. The project will create a more resilient town centre, reflecting the creativity and diversity of the South Norwood community.

### Network rail

Thanks to our successful lobbying, central government has given Network Rail the funding it needs to continue to develop its major upgrade proposals for the Brighton Mainline. The project has just passed a major milestone with the concluding of the first round of consultation. Network Rail's consultation highlighted the challenge



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facing Croydon, London and the Coast to Capital region if action is not taken. Croydon is one of the busiest parts of Britain's rail network with projected annual passenger journeys set to increase to 90 million by the early 2030's. The consultation sets out to address this by:

- Rebuilding; to greatly enlarge East Croydon Station with two additional platforms, a much larger concourse with greatly improved facilities for passengers and better connections with the town centre and other transport links. We are also working with Network Rail to ensure that further employment space and homes are delivered directly at the new station.
- Separating the lines to London Bridge and Victoria at the 'Selhurst triangle', by removing the existing junctions and building new flyovers and dive-unders.

We continue to ensure that the benefits to Croydon are maximised whilst also ensuring that the interests of local residents and businesses are given the utmost importance and consideration during the development of these proposals.

### Legacy Inside

Alisa and I recently visited the onside site to see how the building works were progressing.



**AMBITIOUS FOR CROYDON**



## **Leader of the Council Cabinet Member Bulletin Councillor Tony Newman January 2019**

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I am pleased to update that the final building work is scheduled to be completed on 22 March 2019 with the full grand opening taking place in June 2019. There will be a period of “soft opening” where groups of young people from schools and community organisations will be invited to visit the Youth Zone as part of an engagement process. The successful appointment of Barnabas Shelbourne as CEO has seen excellent links with school and the community being developed. The Young People’s Development Group is very active in Croydon and have been part of the appointment of senior staff members and will continue to do so for the wider team. The Group have selected the colours of the climbing wall and the new staff uniform keeping young people at the core of the project. Legacy was also represented at the recent Lord Mayor’s Show by a large number of the Croydon YPDG who had a fantastic time.

### **Leader’s Diary for December to January**

- London Councils Leader’s Committee
- Croydon Tech Forum
- London Pensions Fund Authority Board Meeting
- Coast to Capital Extraordinary Board Meeting
- Cultural Enterprise Zone Launch
- LGA Environment, Economy, Housing and Transport Board
- LSP Board Meeting
- SLP Leaders Board
- Fairfield’s Hall Launch
- Local Strategic Partnership Board
- Violence Reduction Unit Conference
- Scrutiny Q&A
- Develop Croydon Lunch

**Councillor Tony Newman**

**Leader of the Council**

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# Homes & Gateway Services

## Cabinet Member Bulletin

### Deputy Leader, Alison Butler

#### January 2019

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## Latest News

### Cold weather provision

As a council we have a Severe Weather Emergency Protocol (SWEP) which sets out how both we and our partners will respond to people in Croydon without shelter during periods of severe weather.

The aim of SWEP is to prevent loss of life and to reduce rough sleeping during extreme weather to as near zero as possible with the Croydon Reach outreach service seeking to engage all rough sleepers and refer them to shelter once SWEP is activated. The national expectation is that cold weather SWEP will be implemented when the temperature is forecast to fall to zero degrees centigrade or lower for three days or more. However, in London working with other London boroughs and the Mayor of London, Croydon will trigger SWEP on the first night of freezing temperatures.

SWEP arrangements operates outside the usual eligibility and entitlement frameworks and includes rough sleepers with no recourse to public funds, no local connection and those usually excluded from accommodation. SWEP accommodation is provided from a number of sources: Croydon Churches Floating Shelter, vacancies within commissioned supported accommodation projects and emergency accommodation.

Local SWEP provision is supplemented by Greater London Authority funded hubs, both No Second Night Out hubs which are available to new rough sleepers all year round and SWEP overflow hubs, opened up when the temperature is forecast to be below zero anywhere within London on that day.

The Severe Weather Emergency protocol can be found on the [Council website](#).

### Housing First

Croydon's Housing First scheme was launched on **1<sup>st</sup> October 2018**, to address the needs of some of the most chronically homeless Croydon residents, who have experienced repeated or extended periods of rough sleeping, combined with other

# Homes & Gateway Services

## Cabinet Member Bulletin

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support needs such as mental ill health or substance use. Housing First will provide 20 of the most chronic residents with stable accommodation within the community by March 2020. Thamesreach Charity have been commissioned to support individuals from the street into their new accommodation and to sustain it thereafter and by 10<sup>th</sup> December had been successful in **engaging four individuals** to access accommodation. The Housing First support team will work alongside them to establish themselves within their accommodation, and within their new communities, with the intention that this leads to long term tenancy sustainment.

Housing First is an internationally evidence-based approach, which uses independent, stable housing as a platform to enable individuals with multiple and complex needs to begin recovery and move away from homelessness. Evidence has shown that, through the provision of intensive, flexible and person-centred support, 70-90% of Housing First residents are able to remain housed. Having a place to call home also leads to improvements in health and wellbeing, and reduces ineffective contact with costly public services.

#### **Gateway community presence in Parchmore Community Centre in Thornton Heath**

From 14th January 2019, there will be a full time Gateway presence in the Parchmore Centre in Thornton Heath, to build upon the impressive community offering already provided from the Centre. This will support the second community Food Stop, following the resounding success of the New Addington/Fieldway Community Locality model.

Employment advice/workshops, budgeting, debt advice, welfare rights surgeries, healthy living are some of the offerings that Gateway will be providing.

The Food Stop will follow shortly thereafter, which will enable local residents to pay £3.50 a week and get around £20 of food, and as part of that offering, Gateway will provide them a personalised action plan to tackle any issues they have around debt, budgeting and supporting them into employment.



# Homes & Gateway Services

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#### Christmas Celebrations



The Community Development Team organised another really successful borough-wide resident event this year, arranging a Christmas lunch for residents across 26 sheltered schemes and estate based community groups.

80 residents attended the 10 Dec event at the Old Lodge Lane Baptist Church, the community hub for our residents on Croftleigh Estate with the Mayor of Croydon joining in the celebrations. Our second event attracted 82 residents on the 17 Dec at the Addington Community Association.

Both events were great successes, bringing residents together for a meal and entertainment, giving them the chance to meet other residents, and tackling social isolation and loneliness at the hardest time of year. Catering was provided by Guiding Hands, a local voluntary group and the singer, Jessica de Giudici, sang familiar songs spanning over 60 years.

# **Homes & Gateway Services**

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Staff from across the Council volunteered to help, including the Resident Involvement, Quality, Tenancy, Gateway and Leaseholders teams, and had conversations with the residents to see what activities/ support we can set up in their localities going forward. Voluntary groups such as AGE UK and local ward members also lent their support.

Feedback from the residents included “Staff were very helpful. Nothing was too much trouble. “Please, please could we have it again next year. Lovely get together”. Many shared that this was such a joy as they never get the chance to get out.

We will now build on the initial conversations and feedback from both events to set up a programme of local activities and events.

### **Capital Letters**

In November Cabinet approved a report for the Council to join Capital Letters.

Capital Letters’ purpose is to procure accommodation for homeless households and those at risk of homelessness. It will provide this service on behalf of its member boroughs and will undertake the management of the accommodation.

Capital Letters will procure accommodation across London. All London boroughs currently procure accommodation outside their own borough. Competition over the limited supply of accommodation drives up prices.

Capital Letters therefore aims to introduce more cooperation, using the collective market power of the boroughs to encourage landlords to shift their accommodation away from the more expensive and less secure nightly paid accommodation and towards more settled leased and private rented accommodation. It will also provide a framework for enabling boroughs to place households closer to home.

The anticipated key benefits of Capital Letters are:

- an increase in the supply of private sector accommodation to prevent and relieve homelessness in London
- provision of stable, suitable accommodation and a shift away from short-term, expensive, and often unsuitable nightly paid accommodation



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- allocating properties as locally as possible to avoid moving households far away from their home area
- Achieving better value for money by pooling resources, sharing expertise, and reducing competition for accommodation between London's boroughs.

The Ministry of Housing, Communities and Local Government (MHCLG) has allocated £37.8 million to support the Capital Letters programme over three years.

The establishment of Capital Letters is coordinated by the London Housing Directors' Group and London Councils, the umbrella group representing all 32 boroughs and the City of London.

During the initial launch phase, the Capital Letters steering group of which Croydon a member is overseeing the key decisions required for the programme. This steering group is chaired by the chair of the London Housing Directors' Group. All key partners (including MHCLG) are represented at the steering group.

Capital Letters is being set up as a Company Limited by Guarantee, wholly owned by member boroughs. A board of directors will be appointed by the members.

It is anticipated that Croydon like many boroughs will benefit from cost savings from this pan London Initiative. The Housing Initiatives Team in the Housing Solutions and Assessment Team will be taking this forward on behalf of the Council.

### **CRISIS at Christmas in Croydon**

For the first time, CRISIS the national homelessness charity ran one of its Christmas residential services for rough sleepers here in Croydon. The centre provided people with food, healthcare and advice on housing and employment as well as a range of things to do, people to talk to and most of all, a safe space.

The centre had between 100 and 110 guests each night and many more attended to take part in activities during the day. The council would like to extend its thanks to CRISIS and to the many volunteers who made this happen.

# Homes & Gateway Services

## Cabinet Member Bulletin

### Deputy Leader, Alison Butler

#### January 2019

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#### Brick by Brick

It was a privilege to attend, along with the Deputy Mayor, Cllr Humayun Kabir, the topping out ceremony at the previous Cheriton House in Chipstead Avenue, Thornton Heath. This new Brick by Brick development comprises of 27 affordable homes (24 shared ownership flats and three affordable rented flats) due for completion early summer 2019. Works are progressing well with framing, windows and roofs installed on both blocks. Work will soon start on all the internal carpentry and electrical works. The development will be named Flora Court after First World War soldier and Thornton Heath local resident, Flora Sandes.



#### Taberner House

There is further good news on affordable housing for Croydon residents on the Taberner House site. The redevelopment comprises of the erection of four buildings ranging in height from 13 to 35 storeys comprising 514 residential units and commercial space at ground floor level. The reworked 2017 planning permission secured a minimum 35% of units as affordable accommodation, with 50.2% of the

# **Homes & Gateway Services**

## **Cabinet Member Bulletin**

### **Deputy Leader, Alison Butler**

#### **January 2019**

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provision proposed as affordable rent. This included a block of 90 affordable rent units to go to families on the councils housing waiting list.

Charitable housing association L&Q will now take on 172 of the properties providing a mixture of Shared Ownership and London Living Rent apartments in two blocks, increasing the overall level of Affordable Housing being provided across the Taberner House development to 50%.

Its fantastic news to hear more than half of the homes on the Taberner House site will be affordable, including the 90 social homes already going to families on the council's housing waiting list. This development is an important part of Croydon's regeneration and it's extremely pleasing to know more affordable properties will be in a prime location within the town centre, close to a number of important public transport routes.

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# Clean Green Croydon

## Cabinet Member Bulletin

### Councillor Stuart Collins

#### January 2019

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#### Waste Collection

I would like to start my bulletin by wishing all residents of Croydon a very Happy New Year. The last year saw some major changes to the way Croydon collects waste which were put in place to ensure we maximise the amount of recycling and reduce the amount of landfill waste we produce. I'm pleased to report that these changes are already having a positive effect and that we are on track to soon be amongst the top recyclers in London.

The festive period is the busiest time of year in terms of waste and recycling collection, and this year we have seen around 30% more waste being generated by residents. This has put considerable pressure on the collection crews who often have to make 3 trips per day to the recycling centres and waste disposal points. Whilst the crews worked tirelessly to complete their rounds, at times the sheer volume of waste presented meant they were unable to do so. The level of missed collections over the Christmas period has been higher than expected and officers are applying the appropriate contract defaults. Veolia have also received a service improvement notice as a result of these failures. Officers worked with our contractors to ensure all work was caught up as quickly as possible and I'm pleased to report that we are back on schedule, so thanks to everyone for bearing with us through this extremely busy time and sorry for any disruption to your service.

Starting on the 14<sup>th</sup> January we will be collecting your old Christmas trees over the next two weeks. If you want to take advantage of this service please place your Christmas trees inside the boundary of your property nearest the street on your normal day of refuse (landfill) collection. Please note that this is a service for real trees only and that all decorations will need to be removed from the trees prior to collection.

Whilst we are working hard with our contractors to ensure missed collections are kept to a minimum, I would like to remind all residents that if they do experience a missed collection, then the fastest and most effective way of getting this resolved quickly is to report it online via the My Account section of the [Croydon.gov.uk](http://Croydon.gov.uk) website. In order for our contractor to return and rectify missed collections it is a requirement of the contract that they need to be reported within two days of the scheduled collection. By reporting online this ensures an instruction is generated and sent to our contractor straight away. The contractor then has one working day in which to rectify this. If they do not, then we can impose contractual penalties. Often officers, councillors and MPs receive reports about missed collections and this two day window has already elapsed, meaning we cannot ask the contractor to return prior to the next scheduled collection, so please do ensure you act promptly via the online channels to report missed collections and other issues such as flytips, overflowing litter bins and street cleansing issues.



# Clean Green Croydon

## Cabinet Member Bulletin

### Councillor Stuart Collins

#### January 2019

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#### Grounds Maintenance Contract

I'm delighted that the grounds maintenance service will be coming back in house in February. This will give the council a greater degree of control and flexibility over the service and ensure that the boroughs 127 parks and green spaces are maintained to a high standard for the enjoyment of all residents. Bringing this service back into the council's control is a major piece of work, but one which I believe will ultimately result in a better standard of service, so I would like to thank the officers who are working hard to ensure a smooth transition and to welcome the employees who will be transferring across to the council from the previous contractor.

#### Enforcement

I am pleased to inform you that the Council's *Neighbourhood Safety Officers* and the *Environmental Enforcement Team* have been very active and successful in pursuing people who are insistent on making the Croydon's environment unclean and unsafe.

We have in the last six months issued **522** Fixed Penalty Notices [FPN's] for littering and fly tipping], issued **49** Community Protection Notice Warning Letters [CPNW] and prosecuted **11** offenders.

A recent and very successful Multi agency operation, "Operation Kestrel" coordinated by our *Environmental Enforcement Team* delivered the following results.

- 80 vehicle inspections on the Purley Way with one vehicle seized, one stopped from driving away and four served with notices for improvements before they could drive away.
- One abandoned vehicle removed
- 10 Fixed-penalty notices were issued by council officers for various offences
- 2 Community Protection Warning Notices were issued
- 1 fine for breaching a Public Space Protection Order [PSPO]
- 25 sets of graffiti across the town centre removed

The operation saw high-visibility patrols carried out across the entire borough. Our teams worked alongside other Council Departments and External Partner Agencies in order to catch criminals and prevent them from offending. These high-visibility co-ordinated actions are invaluable in raising the profile of the work we do.

As part of the operational focus, vehicles thought to be carrying commercial waste were pulled over and inspected for insurance documents, waste carrying permits and other paper work to ensure they were complying with legal requirements.



## Clean Green Croydon Cabinet Member Bulletin Councillor Stuart Collins January 2019

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### **Online 24/7**

[www.croydon.gov.uk/doitonline/report-it](http://www.croydon.gov.uk/doitonline/report-it) where you can see a full list of everything that you can report online.

### **Using my account**

Use My Account [www.croydon.gov.uk/myaccount](http://www.croydon.gov.uk/myaccount) to check if we know about a problem and, if we don't, you can either report anonymously or set up an account where you can track the progress of your report. Please see My Account for a complete list of services available.

### **Phone**

Our customer contact centre is open Monday to Friday between 9 and 4, and our advisers are on hand to help you. Call 020 8726 6200 for all environmental issues including waste collections, recycling and potholes. Call the fly-tip hotline on: 020 8604 7000 (option 2 for fly-tipping)

### **Email**

Email us on: [flytip@croydon.gov.uk](mailto:flytip@croydon.gov.uk)

### **App**

Download the free Don't Mess With Croydon smartphone app and you can report issues to us on the go in 3 easy steps.

- Select the category you want to report
- Add a photo
- Confirm the location - and you're done!

Complete list of services available on the app.

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# Finance and Resources

## Cabinet Member Bulletin

### Councillor Simon Hall

January 2019

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## Senior Management Appointments

Following Richard Simpson's decision to leave the Council, some new appointments have been made.

First of all, Jacqueline Harris-Baker, Director of Law and Council Monitoring Officer, has been appointed Interim Executive Director of Resources. She will continue to be the Council Monitoring Officer. This appointment will take effect at the beginning of February, thus ensuring there is a smooth transition.

Secondly, Lisa Taylor, our Director of Finance, Investment and Risk and Deputy Section 151 Officer, will become the Section 151 Officer, again at the beginning of February.

Thirdly, Sean Murphy, Head of Commercial and Property Law and Deputy Monitoring Officer, has been appointed Interim Director of Law, again taking effect at the beginning of February.

I would like to congratulate these excellent officers. It is also another example of how we develop our staff.

## Draft Local Government Settlement 2019

A week later than scheduled, the Government finally published its draft local government settlement on December 13. This confirmed the anticipated £7.8m. underlying cut to the main funding we get from Government. Whilst there has been some funding for social care and other one-off money announced, we have seen a net reduction in cash and considerable reduction in real terms, despite a growing population and increasing need. Added to this, we have seen £0.6m. taken out of our public health funding, meaning a cash reduction of c. 10% over the last three years.

Since the start of austerity, in real terms, we have lost nearly three quarters of our government funding.

We have responded to the consultation on this draft settlement, pointing out the serious underfunding that the proposed local government settlement represents, both generally and for Croydon more specifically.

This approach from the government is exacerbated by the very significant shortfall in the funding for Unaccompanied Asylum Seeking Children and the ongoing effects of universal credit.

In addition, Government has announced yet another consultation on future funding for local government. We will respond, of course. Given the timetable for this consultation and the ongoing delays to the next Spending Review, we are unlikely to know what the funding for 2020/21 is before November 2019, which makes medium term financial planning even more challenging.

**AMBITIOUS FOR CROYDON – DELIVERING FOR CROYDON**



# Finance and Resources

## Cabinet Member Bulletin

### Councillor Simon Hall

January 2019

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## Draft Budget

I presented our draft budget to Scrutiny on 15 January.

This showed how we are proposing to balance the budget for 2019/20 despite the wholly inadequate and iniquitous funding from central government. It shows how the tight financial management we have in place and proactive approach we have to financial management and planning, are allowing us to be on the front foot.

I will, of course, be presenting the final budget proposals to Cabinet and Council in February.

I would like to pay tribute to the Leader and Cabinet and the many hard working officers who have been involved in the budgeting process, for the joined up working and engagement that has delivered these budget proposals, which will see us balancing the books whilst delivering to our residents, with implementation of our manifesto commitments, despite the funding shortfall.

## Asset Investment Strategy

We have successfully taken in the assets acquired over the last few months and the second phase of the Colonnades acquisition is progressing well.

The Council will always look at asset opportunities, but will only pursue them, where we consider they meet the objectives of the Fund. This has resulted in our not pursuing a number of assets that were identified or where the council was approached.

## Council Tax Billing

The team is already working very hard to ensure that there is a very smooth process in getting out the council tax bills for the current year.

## Accounts

In order to ensure that we meet the very tight deadlines for preparing and having the audit complete on the accounts, a lot of work is already taking place, taking learning from last year. Indeed, the external auditors are undertaking their interim visit at the moment.



# Finance and Resources

## Cabinet Member Bulletin

### Councillor Simon Hall

January 2019

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## Croydon.digital

We have launched a new brand and community site to convene and celebrate Croydon's vibrant tech scene, and talk openly about our work on digital within the council too.

You can find it at <https://croydon.digital> and please do subscribe to the blog to get updates on our progress in digital transformation, and for information about how to get involved in shaping the digital strategy.

The reaction in the local tech sector to this and the changes the Council is making to its IT department and digital presence has been very positive.

## Digital Strategy

Work on developing a new digital strategy will start this month with the aim of publishing the strategy by July. The strategy will be developed in wide consultation with Croydon residents, businesses, and digital government experts.

Work will start soon on improving the council's website design and usability. The new Croydon Digital Service will be working on new designs that will ensure the user experience is consistently good across our web estate and improve both our content and online transactions, testing with residents to ensure they meet their needs.

Improvements are also being made on the Council's CRM (Customer Relationship Management) system, forms and interfaces, which will improve residents' experience and allow for more effective follow-up by the Council.

## Parental and sickness leave for members

I am delighted we are bringing to January Council, provisions for parental and long term sickness leave for Councillors. If we are to enable the widest range of Councillors and support Councillors in their role, then this is an excellent step. I am proud we have gone further than the recommendations various bodies have made in this regard.

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## Environment, Transport and Urban Regeneration January 2019



**Councillor Paul Scott (Job Share)**  
Lead for Urban Regeneration

**Councillor Stuart King (Job Share)**  
Lead for Environment and Transport

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### Urban Regeneration

#### **South Norwood Good Growth Fund project - Re-imagining the Everyday Spaces in South Norwood**

A project to improve the high streets and public spaces of South Norwood has been awarded £1.16m from the Mayor of London's Good Growth Fund. Croydon is also match-funding the value of the bid, creating a total combined budget of £2.3m for the three-year project, which aims to deliver high streets where local businesses thrive and job opportunities are created across both the South Norwood and Woodside wards.

The project will see the council and the local town team, We Love SE25, work with residents, businesses, landlords and community groups to help re-activate empty premises as retail and workspaces for creative and social enterprises. It will bring empty properties on Station Road, High Street, Selhurst Road and Portland Road back into use, as well as making improvements to the area's public realm and supporting local businesses, both old and new.

Community buildings within the high streets will become active places, bringing together residents, helping to create a resilient town centre reflecting the creativity and diversity of its people. The project will invest in community hubs including the Samuel Coleridge Taylor Centre, Socco Cheta community centre, Stanley Halls and the Croydon Youth Theatre Organisation. It will also contribute to the future use of South Norwood Library once the service moves to its new home on Station Road.

The money will be received by the council in April 2019. The council will now begin work with partners and stakeholders to plan and schedule the programme of works for the next three years.

#### **Kenley Good Growth Fund 'stage 1' scoping project**

The council has been awarded £50,000 from the Mayor of London's Good Growth fund to develop a Community Strategy for Kenley, with a view to submitting a further bid to the Good Growth Fund in summer 2019. The Local Plan (2018) identifies Kenley as one of four Areas of Focused Intensification, and is expected to make a proportionate contribution to the delivery of housing across the borough. The Kenley Community Strategy for Good Growth project will be primarily focussed around the intensification area whilst looking at the wider services and infrastructure requirements and enhancements to support housing delivery in the area, working with the local community to define the needs of their neighbourhood, and the future vision for Kenley.

The project aims to:

- Engage with the Kenley community, including hard-to-reach groups not already represented in the existing consultation feedback, to understand their concerns. This will include a focus on engaging with young people.
- Catalyze a change in attitudes towards the implications of intensification in the neighbourhood through demonstrating positive outcomes from it.



## Environment, Transport and Urban Regeneration January 2019



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Lead for Urban Regeneration

**Councillor Stuart King (Job Share)**  
Lead for Environment and Transport

- Identify location-specific regeneration and infrastructure (both social and physical) support that could accompany the increase in housing.
- Enable Good Growth in Kenley in the future that delivers community benefits alongside housing delivery to ensure intensification is delivered in a sustainable and managed way.
- Provide 'lessons learnt' for suburban intensification that may be useful for other areas of Croydon and London as a whole.

We will be recruiting public engagement consultants to lead the conversations with the local community, and intend to start work early in 2019. An initial draft of the Community Strategy should be in place by summer 2019.

### **Topping out of 101 George Street – the world's tallest modular towers, here in Croydon**



The key site outside EC station has been vacant since 1989, providing a gateway into our Cultural Quarter. A 2015 permission for a traditional residential scheme with 17/32 storey towers was never implemented. Tide and their Vision Modular System arm had their first pre-application engagement with us in Feb 2017. The scheme was originally submitted as 30 and 40 storeys (490 Build to Rent units) with 15% affordable. The LPA felt Tide could go taller to increase affordable housing, resulting in 39 and 44 storey (546 units), with 20% affordable housing equating to 109 units (76 Discount Market Rent and 33 London Living Rent).

Benefits of the Modular Construction include:

- Project being delivered 40% quicker than traditional construction
- Up to 60% less deliveries to the site compared to traditional construction
- Modules delivered with all glazing and internal finishes while cladding done on site
- So a shorter period of disruption and important homes delivered quicker





## Environment, Transport and Urban Regeneration January 2019



**Councillor Paul Scott (Job Share)**  
Lead for Urban Regeneration

**Councillor Stuart King (Job Share)**  
Lead for Environment and Transport

### Timeline

1st pre-app meeting	Feb 2017
Place Review Panel	April 2017
Committee	July 2017
Planning application submitted	August 2017
Resolution made at Committee	November 2017
Decision issued	February 2018

### Construction

Construction commenced	Q1 2018
Construction programme (traditional would be 36 months)	22 months
Topping out	December 2018
Modular units deliver	February 2019
Cladding commence	April 2019
Completion	Q1 2020



### **Purley Baptist Church - response to Secretary of States perverse decision**

I was shocked and very disappointed to read that the Secretary of State over-ruled his own highly experienced Planning Inspector and refused planning permission for the redevelopment of Purley Baptist Church. The reasons given for his decision are very weak and ill thought through, lacking any logical argument or justification.

His apparently partisan approach is all the more surprising given that the principle of a tall land mark building for this site has had cross party support in Croydon, with the idea for a 14 storey building first being proposed and adopted by the Tory administration in 2013. The applicants have raised concerns about the role of local MP Chris Philp, who is Parliamentary Private Secretary to the Secretary of State. It is disappointing that a local MP who is so directly involved in Government, apparently focused on the delivery of new homes for local people in desperate housing need, is so opposed to building any of those homes in his own constituency. He objects to virtually any development in South Croydon, other than very expensive executive homes.

It is good news that the developer has decided to challenge this decision through the Courts; to my mind and having read the papers, the Secretary of State's reasoning is seriously flawed. The Council will be supporting the applicant as part of this legal process and it is also encouraging that the GLA will be involved in the relevant legal proceedings.



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The site has been in a sorry and derelict state for far too long and the scheme, which proposed 220 new homes including much-needed affordable housing and enhanced church and community facilities, would have provided a much needed regenerative boost to Purley Town Centre.

The Purley Baptist Church, which works so hard to support its local community, have invested so much into creating an excellent landmark building, that is incredibly unfair that they have been treated in such an unjustified manner.

The Council's support for the scheme followed extensive pre-application discussions, with a resolution to grant planning permission back in 2016 which was later endorsed by the London Mayor. The Secretary of State's decision to "call-in" the application has significantly delayed the redevelopment of this critical site, especially as his own Planning Inspector, in recommending a grant of planning permission, advised that "the scheme should be approved without delay". It is therefore most frustrating that the regenerative benefits associated with this development and the delivery of much needed homes (including affordable homes) has been further jeopardised.

I am hopeful that sense will prevail.

### **Borough Wide Growth Strategy - outline and announcement about forth coming workshop. Noting of proposed paper to Cabinet**

The Council and the borough currently faces a considerable challenge accommodating the borough's growth, especially housing need. As we are all aware the country, London and Croydon faces a housing crisis. In the planning context, the borough's Local Plan 2018 sets the vision, objectives and policies for accommodating the borough's growth in a sustainable manner up to 2036. Delivering sustainable development, supported by the necessary infrastructure, whilst protecting the borough's valuable open spaces and conserving the borough's unique character and heritage has been challenging for the Council and communities alike.

However, with the Government's unbending commitment to the presumption in favour of sustainable development (as defined in national policy) and the requirements of the emerging London Plan the challenge is only going to become much greater. This is no better expressed by the emerging London Plan proposing to increase Croydon's annual housing target from 1,435 per annum to 2,949 per annum. The Council has expressed to the Mayor and is participating at the London Plan examination to state our concerns about the deliverability of this housing target and that it must be supported by commensurate infrastructure to mitigate the impact of development.

Our response to this increased challenge will continue to be proactive, rather than reactive, to ensure the Council is leading the planning for growth and setting the growth strategy to the benefit





## Environment, Transport and Urban Regeneration January 2019



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of the borough's communities. The Council's growth strategy and objectives will be embedded in the review of the Local Plan 2018. The growth strategy forming part of the Local Plan review is to ensure that the strategy has greatest weight in managing development and growth. The key issues are ensuring that Croydon's development needs are met, that development is accommodated sustainably and that the borough accommodating this high level of growth is conditional on the necessary infrastructure to mitigate development, especially sustainable transport and social infrastructure. The Council is working towards publishing the first draft of the Local Plan Review in October this year and is looking forward to ongoing engagement with communities and stakeholders to shape the content. It is currently anticipated that more detail regarding the growth strategy will form part of a report to Cabinet in April.

### **SPD2 Suburban Design Guide – Update**

The Council has processed 623 representations made during the consultation period and are now assessing the amendments to be made to the final SPD as a consequence of the consultation. Alongside this a consultation statement is being drafted, which will capture the consultation process including the statutory requirements met and event statistics, amendments made to the final SPD and responses to other themes that emerged in the representations. A good number of representations did not directly relate to the SPD2, but instead commented on the broader Croydon Local Plan 2018 policy position on evolution of the suburbs and intensification. These will be captured in the consultation statement too. It is anticipated the final SPD will be adopted at Full Council in April 2019 following its consideration at Cabinet in March 2019.



## Environment, Transport and Urban Regeneration January 2019



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### Transport and Environment

#### **Bus route proposed for Tollers Lane Estate**

The introduction of a regular bus service to serve the Tollers Lane Estate, which has poor access to public transport facilities has been a long-standing aspiration for the Council, Councillors and many residents. Indeed, last year I received a petition from residents in support of this issue.



Between 9<sup>th</sup> January and 11<sup>th</sup> February 2019 Transport for London is consulting residents on the potential extension of the 404 bus service to serve the Estate. There will also be other planned changes to the route, including an increase in the frequency from 1 bus to 2 buses per hour, excellent to and welcome news for users of this service. The consultation is being undertaken in conjunction with complementary changes to the 434 bus service. Further details can be found via their website: <https://consultations.tfl.gov.uk/buses/routes-404-434/>

Transport for London would also part-fund alterations to roads and parking within Tollers Lane Estate to enable the safe and reliable operation of the 404 bus service. At the same time, and having listened to residents' concerns, the Council is proposing to provide more car parking on the Estate roads as part of these works.

We also plan to undertake further highway improvements, including minor widening at key road junctions, addressing some of the existing surface water drainage problems,



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introducing new double yellow line waiting restrictions for safety reasons and providing 5 new bus stops.

Residents within the Estate were sent a letter on 4<sup>th</sup> January 2019 to explain the Council's proposed parking and highway changes and have until 27<sup>th</sup> January 2019 to let us know their views.

Subject to the results of the two consultations, and the necessary approvals being in place, the Council plans to commence the parking & highway works in Spring / Summer 2019, with the new bus service being introduced by Transport for London later in the year.

### Vision Zero

Transport for London (TfL) has recently launched their Vision Zero action plan setting out how it will deliver the Mayor's Transport Strategy target that by 2041 no one will be killed or seriously injured on London's roads. Croydon is very supportive of this plan, the benefits of which were explored in a recent council Scrutiny session.

This plan calls on the UK Government to reduce the default urban speed limit from 30mph to 20mph, which Croydon has already introduced throughout our local residential road network.

TfL's Vision Zero plan also looks to provide the necessary resources for local authorities to re-design streets for lower speeds through their Healthy Streets programme, enhance the safety camera network, trial area-based average speed cameras, to improve the Metropolitan Police's enforcement of speed limits, and to fit speed-limiting technology to the TfL bus fleet.

To monitor progress towards the Vision Zero objectives, TfL have set the ambitious target of reducing the number of serious and fatal injuries by 65% by 2022, over the five year base from 2005 to 2009. For Croydon that base was 252 casualties and in 2017 our killed and serious casualty record was 126. This equates to a 50% reduction from the base figure, and therefore shows that we are already well on our way to achieving our target by 2022. With the Council's commitment to the Healthy Streets programme, the expansion of our cycle routes and the introduction of Safer School Neighbourhoods in the forthcoming financial year, Croydon is well positioned to meet the aims of Vision Zero as set out by Transport for London.



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### LIP3 Update

The six week statutory public consultation on the draft Third Local Implementation Plan (LIP3) went live on Monday (10<sup>th</sup> Dec) – the draft documents and online survey questionnaire are here [www.croydon.gov.uk/LIP3](http://www.croydon.gov.uk/LIP3) - the consultation ends on Sunday 20<sup>th</sup> January 2019. We have had a very positive and encouraging public response with almost 1,100 responses during this statutory public consultation and the earlier consultation exercise that informed development of the draft LIP3.

The final LIP3 document has to be submitted to the Mayor for his approval by 16th February 2019. We will receive formal notification of approval from the Mayor of London in March 2019. The final LIP3 will then be adopted by the Council in May/June 2019.

### Mayor's Air Quality Fund Bids

The Mayor's Air Quality Fund (MAQF) is a £20 million fund over 10 years to support projects by London boroughs to improve air quality. London Borough of Croydon are working to submit the following funding bids:

- A pan-borough South London project to develop a **Construction Consolidation Centre** (CCC) on a temporary site along the A23 Purley Way corridor. We are already investigating potential CCC sites as to mitigate the impacts of the Growth Zone activities in Central Croydon and reduce HGV movements within the town centre. Construction related logistics traffic would drop off their loads at the CCC and the final leg of the journey would be made by an electric or low emission lorry. The MAQF bid would match fund the Growth Zone funding. We have invited other neighbouring boroughs to partner with us on the bid to increase our chances of a successful bid as South/South West London is the only part of London that is outside of a 30 minute catchment of an existing CCC. The maximum amount of funding available to bid for this project is £500,000.
- A single borough bid for a **'Smart' Taxi Rank Queuing System at East Croydon Station** that would remove the problem of taxi congestion and over ranking at the station, and the associated problems of engine idling. As part of this project we would install electric vehicle charging points and give priority fast track access to electric taxis to incentivise their uptake. The maximum amount of funding we can bid for this project is £200,000.



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- **Low Emission Neighbourhoods (LENs)** – The MAQF will fund up to 4 new LENs across London with up to £500,000 available to each. The focus of the Croydon LEN project would be the London Road corridor from Thornton Heath Pond bus garage down to West Croydon Station. The LEN proposals along this corridor would include working with the Harris Invictus Academy, the Croydon University Hospital, the bus garage, mosques, hotels and various other businesses and stakeholders. We are looking at the possibility of developing an area-wide Zero Emissions Network (ZEN) that would seek to improve emissions through the introduction of green infrastructure, behaviour change measures, electric vehicle charging points, an electric micro-transit on demand bus service, no-idling zones, possible traffic access restrictions to prevent rat running and new pocket parklets at side roads junctions.

### School Streets

Since introducing 3 award winning School Pedestrian Zones in 2017, the Council have now received requests for similar schemes at many more primary and junior schools.

The aim of selectively pedestrianising the roads outside schools, at the beginning and at the end of the school day, is to secure a more pleasant, healthier and safer environment for children, parents and nearby residents. During term time the school run generates thousands of short trips on our roads every day. These journeys contribute to congestion, air pollution and, at some schools, create dangerous conditions immediately outside the school gates. The initial 3 schemes have given rise to a significant uptake in walking and cycling to school, with less car use, and the council is now looking to roll out the scheme across the borough as the central plank to a School Streets programme.







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Our Manifesto committed us to review the success of these school pedestrian zone pilots with a view to rolling the scheme out at other appropriate locations. This review happened within six weeks of the election and in July 2018 TMAC approved a recommendation that the pilot schemes were made permanent and a roll out to new schools was agreed.

In October we wrote to all schools inviting Expressions of Interest (EOIs) in our School Streets programme (the new name for the scheme). I am delighted to report that thirty one schools responded positively to that invitation.

Council staff reviewed EOIs against selection criteria that took into account amongst other things whether the schools is STARS accredited, part of a proposed Healthy School Neighbourhood, has favourable pupil catchment and the PTAL rating.

Eight schools have been identified as candidates for the first phase of the roll out and informal consultation with residents in neighbouring roads will be taking place later this month. The schools are:

- Norbury Manor Primary (Norbury & Pollards Hill ward)
- Cypress Primary (Crystal Palace & Upper Norwood ward)
- Fairchildes Primary (New Addington South ward)
- Winterbourne Junior Girls (Bensham Manor ward)
- Harris Academy Purley (South Croydon ward)
- Downsview Primary & Nursery (Norbury Park ward)
- Harris Primary Academy Kenley (Kenley ward)
- West Thornton Primary Academy, Rosecourt Road (West Thornton ward)

Scheme details will be reviewed and revised as necessary in light of the results of the informal consultation, which will be reported to TMAC in May 2019. Those schemes that are approved by TMAC will then proceed to formal TMO consultation and school and council communications with parents will take place in July prior to schools breaking up for the Summer holidays.

It is intended that the schemes will become operational at the start of the new school year in September 2019.

It is possible that some schemes may not become operational until after this point if, for example, there are on street safety works required to support the introduction of the scheme (e.g. a new zebra crossing or yellow line restrictions).



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Lead for Urban Regeneration

**Councillor Stuart King (Job Share)**  
Lead for Environment and Transport

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The pilots introduced in 2017 were incredibly successful with a daily reduction of 254 trips by car recorded across the three schools – and schools reporting a considerably improved and safer school gate environment, as well as improvements in punctuality, too.

Air pollution is strongly associated with traffic congestion, with pollutant levels being generally higher inside cars than on the pavement. It is a serious public health issue, which impacts most on our vulnerable residents. Croydon currently has the unenviable reputation for the highest rate hospital admissions for childhood (0-9 year) asthma in London and 7.5% of premature deaths in Croydon are linked to air pollution. Sample measurements taken on a 'walk to school day' showed how air pollution was halved on the day, which illustrates how it is possible to do positively address the otherwise bad trends.

I look forward to working with ward councillors to introduce these measures to provide a healthier and safer school environment for our young people.

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# Culture, Leisure and Sport Cabinet Member Bulletin Councillor Oliver Lewis January 2019

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## Latest News

### A National Nature Reserve in Croydon - UPDATE

In the last bulletin I informed you of the collaborative work taking place between LB Croydon, City of London and Natural England towards the creation of a National Nature Reserve (NNR) in the south of the borough. Positive discussions regarding the vision, objectives and name of the NNR amongst partners continue to take place and we are still on track for a dedication in Summer 2019.

NNRs are the representations of the best sites, nationally, for nature conservation, representing 3 pillars – science, engagement, resources. They are exemplars for scientific research and public engagement. The areas earmarked for the Croydon NNR have been identified as outstanding examples of species rich chalk meadows and downlands and form a landscape feature at the edge of London.



### A Future Parks Accelerator Fund – Croydon & the Wandle Valley

In October a UK-wide £10m strategic initiative was launched by the Heritage Lottery Fund (HLF) and the National Trust (NT) – the [Future Parks Accelerator](#) (FPA) – with the aim to inspire and financially support ambitious and sustainable solutions to protect and enhance public parks and green spaces. Within a context of increasing financial uncertainty for parks and green spaces, the FPA will support a selection of local authorities and communities to consider and implement practices for how these spaces can be better used, managed and funded to serve community needs and aspirations now and over the next generation.

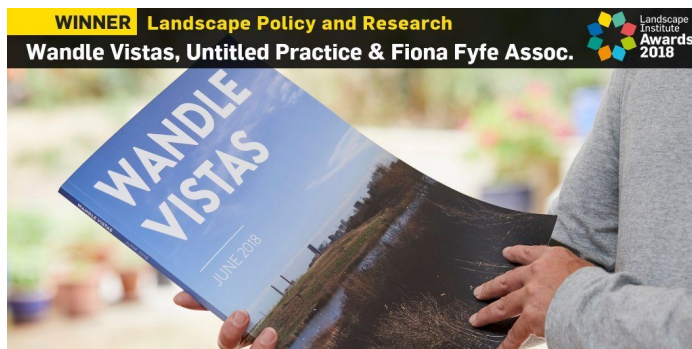


# Culture, Leisure and Sport Cabinet Member Bulletin Councillor Oliver Lewis January 2019

These ambitious aims require partnership working, which is why Croydon submitted a joint expression of interest with London Boroughs of Sutton, Merton and Wandsworth, under the umbrella of the [Wandle Valley Regional Park Trust](#). Decisions regarding successful applications are expected in the New Year and we remain excited at the prospect!

## Croydon views celebrated as part of Wandle Vistas Award

During 2018-18 Croydon residents and Officers were involved in the [Wandle Vistas project](#), delivered as part of the [Living Wandle Landscape Partnership](#). This exciting project involved local people assessing and researching a



selection of 10 vistas across the Wandle Valley, including four in Croydon, with the information being used to create resources for use in education, interpretation and planning policy. [Watch the film and download the map here!](#)

In November this project won a prestigious Landscape Institute Award and such a success should be used as a springboard to celebrate and enhance the Croydon vistas, including Addington Hills and Norwood Grove, to name just two.



# Culture, Leisure and Sport

## Cabinet Member Bulletin

### Councillor Oliver Lewis

#### January 2019

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#### Croydon allotments to receive investment in 2019

Following a successful funding application to the Council's Growth Board, allotments managed by the council are set to receive over £350k of investment.

Six direct-let sites will receive capital infrastructure improvements. A programme of investment will target funding at improving walkways and accessibility, repairing plots that are prone to flooding, as well as those that have overgrown trees, whilst improving general health and safety standards.

In addition to the capital programme the Active Lifestyles team were also successful in securing £10k from the Council's Place Business Improvement Board to streamline and simplify allotments IT management software. Upgrades in 2019 will aim to improve both management efficiency as well as user experience.



The programme of capital improvement is due to start in early 2019 and is expected to be completed in Spring 2020.

#### Walking for Health - UPDATE.

Walking for Health is a nationwide programme of health walk schemes that deliver free, regular led walks designed to support people to get active and stay active. It is an inclusive programme, open to all. There are 14 walks in Croydon to choose from every week.

There are currently over 300 active walkers registered with the Croydon scheme, 24% of whom joined the scheme in 2018. An increasing number of walkers have been referred to the scheme by health care professionals and advisors.

In Croydon, our focus is on short accessible walks particularly designed for participants:

- with restricted mobility or fitness
- with declining health who want to remain active but at reduced levels
- new to physical activity
- recovering from ill health



**AMBITIOUS FOR C**





# Culture, Leisure and Sport Cabinet Member Bulletin Councillor Oliver Lewis January 2019

We also organise progression walks of longer duration and with more challenging terrain.

In addition to the health benefits, the walks are a social activity, with many walkers saying that as well as the exercise, they enjoy the opportunity to spend time with the friends they make and the opportunity to meet new people.

The new Croydon Walks programme January to June 2019 is now available in libraries, health clinics, online and from the Active Lifestyles team. This includes nature walks and health walks which take place in Croydon's woodlands and green spaces.

JANUARY	FEBRUARY
<b>Sunday 20 January</b> <b>Happy Valley and Chaldon</b> <b>Winter Ramble</b> Put on your thickest jumper and explore the beautiful countryside around Happy Valley and Chaldon. Learn about the Chaldon labyrinths, the Pilgrim's Way and the Chaldon Doom mural. A longer walk for the more adventurous. 7 miles over 3 to 4 hours. Paths can be very muddy at this time of year. Dogs on leads welcome. Meet at 11am at the Farthing Downs car park, Ditches Lane, Coulsdon. <b>Bus:</b> 60, 404, walk up Ditches Lane 1 mile <b>Train:</b> Coulsdon South, walk up Ditches Lane 1 mile	<b>Sunday 10 February</b> <b>Winter Wander over the</b> <b>Sanderstead Common</b> We will be walking around the Sanderstead to Whyteleafe Countryside Area enjoying some fresh air and lovely scenery that we are lucky to have here on the downs. If you would like to join the Countryside Warden please meet at the far end of Tandridge Gardens at 10.30am for a 1 to 2 hour stroll. For more information please contact <a href="mailto:biodiversity@croydon.gov.uk">biodiversity@croydon.gov.uk</a>





# Culture, Leisure and Sport Cabinet Member Bulletin Councillor Oliver Lewis January 2019

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## RAP Sport Christmas Event

To celebrate the success of another year for the Croydon RAP Sports programme, the Active Lifestyles team added a little festive spirit by organising an all-inclusive night out for the



participants. The event took place on the 18th December 2018 at the Oxygen Trampoline Park and was the first project led by project support apprentice who joined Croydon Council in the autumn.

The event was a great opportunity for all attendees from various RAP sport sessions to meet each other, providing a fun and enjoyable experience for all. It also acknowledged the contribution to the programme from the parents and carers enabling them to take a well-deserved break from all their hard work throughout the year.

The Croydon RAP programme is a dedicated sports scheme providing young people with disabilities from ages 5-25 with the opportunity to take part out various sporting activities on a weekly basis. The programme also offers opportunities to learn skills and meet new people. The programme is delivered by a team of specialist coaches who work closely with individuals throughout the year.



For more information on the RAP Sports

Courses visit <https://www.croydon.gov.uk/leisure/sports/youth-sports/team-sports>

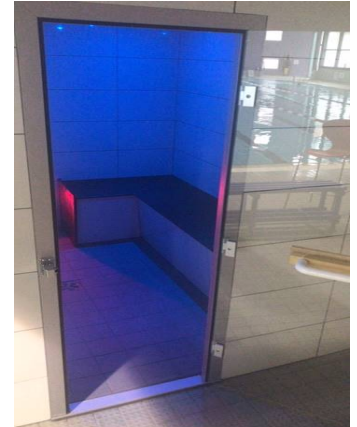


**Culture, Leisure and Sport  
Cabinet Member Bulletin  
Councillor Oliver Lewis  
January 2019**

## Leisure Contract Update

## Thornton Heath

Health and Fitness investment of over £949k is almost completed for facilities providing much needed state of the art improvements. Investments in Thornton Heath have continued with a new Sauna and Steam room on poolside.



## South Norwood

The South Norwood gym health and fitness investments are now complete. Improvements include new equipment from Techno Gym which also makes the space look and feel bigger and enables more space for functional items.



**GLL Sport Foundation Application open till 20<sup>th</sup> February 2019**

GLL is once again showing its commitment to improving health, wellbeing and opportunity in the communities it works in, by supporting the next generation of athletes to the tune of £1.5 million, via The GLL Sport Foundation (GSF). Now in its eleventh year, GSF's latest investment in today's and tomorrow's athletes will take its total support to £10.7 million. Athletes from across the UK can apply for support through the GLL Sport Foundation via the online portal at: [www.gllsportfoundation.org](http://www.gllsportfoundation.org). Applications close 20<sup>th</sup> Feb. 2019. The word is being spread amongst the athletes of Croydon!



# HELPING ATHLETES ACHIEVE THEIR POTENTIAL

APPLICATIONS OPEN  
FROM 27th DECEMBER 2016  
UNTIL 20th FEBRUARY 2017

The GLL Sport Foundation provides athletes with financial, training and sport science support. Apply now, become part of the largest independent athlete support programme in the UK and let us support your athlete journey.

Find out more and apply online at  
[www.gllsportfoundation.org](http://www.gllsportfoundation.org)

Dina Asher-Smith Team GB athlete, Rio 2016 Olympic Games  
 4x100m relay bronze medalist and supported ambassador



**GLL SPORT  
FOUNDATION**  
INDEPENDENT CHARITABLE FOUNDATION



**SportsAid**  
INDEPENDENT CHARITABLE FOUNDATION

**BETTER**  
 the feel good place

Better is a registered trademark trading name of GLL (Gosport Leisure Limited), a charitable social enterprise and a registered member of the Cooperative & Community Benefit & Social Aid 2015 legislation.  
 c/o 27/28, Riverside office, Millers Lane, Red Bank, Hull, East Yorkshire, HU8 8UG. SportsAid is a registered charity and a member of the Cooperative & Community Benefit & Social Aid 2015 legislation.





# Culture, Leisure and Sport Cabinet Member Bulletin Councillor Oliver Lewis January 2019

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## Crowd Funding Workshop

On the 1st of November the Community Sport Manager (CSM) hosted Croydon's first crowdfunding workshop. Open to local organisations and members of the public, the workshop is part of a pilot for GLL CSM's to deliver workshops to encourage more individuals and groups to understand and utilise the support available through the GLL Community Foundation and how they can bring their idea to life.

The workshop attracted 43 sign ups and was a great opportunity for groups to engage with each other and share their understanding and learning around crowdfunding campaigns. In Croydon the CSM is currently working with three projects to get them ready to launch their campaign.



## Weight Management Talk

During November the CSM attended local weight management groups organised by our Live Well team in libraries and community centres across the borough. The invitation to the talks aimed to introduce the opportunities at the leisure centres and explain different membership options as well as publicising community drop-in sessions. Discussion also focussed on addressing barriers to exercise/using the leisure centres, including cost, weather, parking and concerns around body image.



## School of Hard Knocks Employment Talk

As part of GLL's commitment to support Croydon residents into employment the CSM has partnered with the School of Hard Knocks charity. On 2<sup>nd</sup> November the CSM visited the current recruits and gave a presentation on GLL as an employer and the local opportunities available in Croydon.



Currently two successful appointments at both Thornton Heath and Monks Hill have been made through the partnership.



## Culture, Leisure and Sport Cabinet Member Bulletin Councillor Oliver Lewis January 2019

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### Leisure Centres and Healthy Living Hub support promotion for HIV testing

National HIV Testing Week is an initiative of HIV Prevention England, funded by Public Health England, and coordinated by Terrence Higgins Trust, with support, partnership and participation from organisations across the public, statutory and private sectors.



Croydon was again supporting the week, which started on Saturday 18 November. All the leisure centres in the borough received promotional material to display and the Healthy Living Hub at Central Library hosted testing sessions.

This year's HIV Testing Week theme – Give HIV the Finger – aimed to demonstrate that getting tested for HIV is as easy as a quick finger-prick test, with the result available within 15 minutes. Receiving an early diagnosis and treatment can help people to live up to a normal lifespan.

### New artists in residence at Museum

The Croydonians exhibition is on from Wednesday 19 December 2018 in the Croydon Art Collection.

From an Addington blacksmith and his wife, to celebrities and a mayor of Croydon, discover some of the faces from Croydon past and present.

This exhibition will showcase works from the Croydon Art Collection alongside photographic portraits that have featured in recent exhibitions at the Museum of Croydon."

### Libraries new programme of events

Croydon Libraries celebrate 2019 with a variety of events in January, starting with a Volunteer Celebration on Saturday 12th January at Thornton Heath Library, open to anyone interested in volunteering with us. Visit Central Library for a Healthy Lifestyles marketplace event outside the Central Children's Library, Thursday 17 January, 10am-1pm. Talk to experts who can advise on healthy eating and lifestyles and find out about health information online. Join us for a talk from Ian Porter on The Titanic - What happened after the ship sank, at Ashburton Library, Monday 21





# Culture, Leisure and Sport Cabinet Member Bulletin Councillor Oliver Lewis January 2019

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January, 11am, covering more details of the rescue and aftermath including tales of the corruption and disregard for human suffering during that terrible night.

(Contact [ashburtonlibrary@croydon.gov.uk](mailto:ashburtonlibrary@croydon.gov.uk) to book). Finally, we are pleased to launch two new online resources, all free with your library card:

- PressReader, allowing you to access thousands of newspapers and magazines from around the world; read the latest complete editions of the newspapers as they are published.
- Digital comics & graphic novels, with new collection of comics including Spiderman, Avengers and X-Men.

All details available in the latest What's On Guide, available in your local library or at the following link: [https://www.croydon.gov.uk/sites/default/files/articles/downloads/Croydon-libraries-What%27s On Jan March 2019.pdf](https://www.croydon.gov.uk/sites/default/files/articles/downloads/Croydon-libraries-What%27s%20On%20Jan%20March%202019.pdf)

## Working Together

### Registrars Service

#### Locality Working

We continue to advance plans for closer working with Bereavement Services and the introduction of locality working and improve accessibility to Registration Services.

Birth and death registrations are conducted weekly on Monday mornings at the Mitcham Road Cemetery Office with the popularity of these appointments increasing. In relation to Croydon University Hospital, we continue to work to overcome the IT being experienced but hope to be able to offer a registration service from here by early February.

### Bereavement Services

#### Replacement Cremators

Our current cremators are now over 20 years old and reaching the end of their operational life



## **Culture, Leisure and Sport Cabinet Member Bulletin Councillor Oliver Lewis January 2019**

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The procurement process for replacement cremators is almost complete with recommendations to go to CCB in early January 2019. Work to replace the cremators will be scheduled for late summer/early autumn 2019.

### **New Burial Land**

We are planning to appeal our unsuccessful planning application for Greenlawns Memorial Park. Papers are being prepared for submission in early 2019.

### **Events**

Over 100 people attended the Christmas Memorial Service on Sunday 9<sup>th</sup> December with over £170 being raised for charity

A new programme of events for 2019 is currently being finalised and will be distributed in January.

Our events are free and if you are interested in attending please contact us via e-mail on [BEREAVEMENT@croydon.gov](mailto:BEREAVEMENT@croydon.gov) or by phone on 020 8684 3877 to register your interest.



# Families, Health and Social Care

## Cabinet Member Bulletin

### Councillor Jane Avis

#### January 2019

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Welcome to my first bulletin of 2019. I'd like to start by wishing you all a happy and healthy 2019.

I was incredibly sad to hear the news that my colleague Cllr Maggie Mansell passed away following a short illness. Maggie made a huge contribution to Croydon over many years, particularly in Health and Social Care. Maggie always used her compassion, expertise and dedication in her many roles, especially as the Chair of the Health and Wellbeing Board and, even more recently, as Dementia Champion. Maggie will be missed by all.

There is a book of condolences available to sign in the Town Hall reception.

Over the Christmas break, I have been reflecting on 2018 and how much I have learnt, the people I have met, the successes we have had and the challenges ahead. Moving into health, wellbeing and adults, integrating health and care has been a positive move that is in-line with the national agenda.

This leads me to think about what 2019 will bring. We eagerly await the overdue Social Care Green Paper which may bring more changes that could lead to us having honest conversations about what is best for our service.

We have the new corporate plan and the new operating model for the whole Council to guide us and I am looking forward to delivering positive outcomes for our residents.

## LATEST NEWS

### **A consultation about Croydon's charging policy for adults**

We are running a consultation about proposed changes to the charging policy for adult social care and are encouraging people to share their views with us.

In Croydon we are doing everything possible to protect the delivery of services and provide support to people who need them the most. Services across England that support older and disabled residents are facing huge pressures and local authorities have a duty to ensure resources are allocated in a fair and equitable way.

However these are challenging times and we need to ensure an efficient use of the budget whilst trying to deliver the best level of service to those who require it. The proposed changes that are being considered will ensure that Croydon Councils charging policy reflects the requirements of the Care Act.

## AMBITIOUS FOR CROYDON

There are five proposals that we are asking for views on:

Proposal Number	Proposal	What this means?
1	Amending the point at which services become chargeable	Charging from the start of service
2	Changing the treatment of some income	Taking the full amount of the Higher rate Disability living allowance (care component) DLA, Attendance Allowance (AA) and the enhanced daily rate of Personal independence payment (PIP) into account in the financial assessment
3	Light touch financial assessments	Clients on the lowest level of income completing a light touch financial assessment to receive a faster response
4	Administration Charges	Applying an arrangement fee for arranging care and support on behalf of people who pay for their own care and who ask the local authority to arrange their care and support
5	Meals on wheels	Taking away the subsidy currently in place and changes to how the service is provided to people

**This consultation might impact people who:-**

- Receive an adult social care service or support from the council
- Pay the council a financial contribution towards your social care support
- Receive a higher or enhanced rate of disability benefits from the DWP

The proposals potentially affect residents in Croydon who receive meals on wheels and other care and support services from the council. All the proposals have been legally ratified to ensure they comply with the Care Act, which is the legislation that informs local authorities on charging for services provided. Where applicable, the proposals continue to ensure that Croydon Council operates a means tested financial assessment in accordance with the law.

The consultation opened on 17 December 2018 and will close at midnight on 25 January 2019. We have a charging helpline (020 8760 5676) open between 10am and 12pm and 2pm to 4pm on Tuesday, Wednesdays and Fridays. Outside of these hours, an answer machine facility is available for anyone to leave their views or to ask for documents in other formats.

More information, and to access the easy read version and to complete the questionnaire:

[www.croydon.gov.uk/chargingpolicyconsultation](http://www.croydon.gov.uk/chargingpolicyconsultation)

**AMBITIOUS FOR CROYDON**

## Community Led Support (CLS)

Community led support is a strengths and asset based model that builds on and supports work already under way across Croydon.

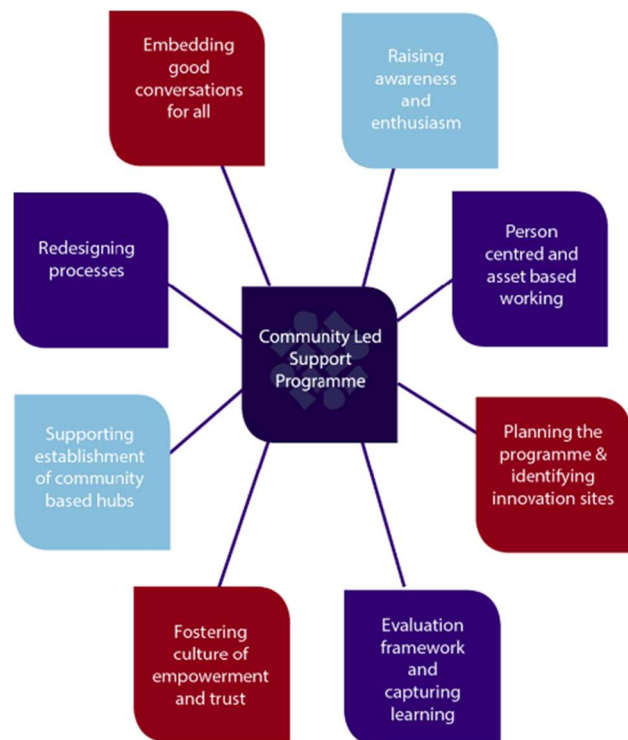
It joins up good practice, builds on what's working and focuses on strengthening common sense, empowerment and trust. It helps people recognise and build on their own skills, abilities and strengths; and those of their family and communities.

A key principle is that the conversation with the professional and the person changes from "What's wrong?" to "What's strong?" starting from a positive base and reducing bureaucracy to the minimum it has to be.

Community Led Support includes multi agency working in community hubs and talking points to help connect people to their communities. It's in place in over 20 places in the UK and is having a positive impact on waiting times and on staff and resident experience and satisfaction.

We are working with the National Development team for inclusion, (NDTi) for 18 months to help embed the approach at Croydon and I will keep you updated through this bulletin.

**More information:** [Annette.McPartland@Croydon.gov.uk](mailto:Annette.McPartland@Croydon.gov.uk)



## Be healthier and happier this New Year

We are supporting residents to set realistic health goals throughout 2019. We know that making New Year's resolutions can seem daunting, especially if you have over



indulged in those festive treats.

The JustBe Croydon website at [www.JustBeCroydon.org](http://www.JustBeCroydon.org) has tips and advice that can help you to achieve those common New Year resolutions like losing weight, quitting smoking or doing a bit more exercise.

A few simple changes to your lifestyle, like reducing the salt and sugar in your food and drink and doing a few minutes of exercise daily, can make a big difference to your future health and happiness.

The website has a [Health MOT tool](#), which only takes five minutes to complete. At the end, it provides you with a personalised report to help you to meet your goals.

You can also visit a Live Well advisor at a health hub in Croydon and speak to them about getting fitter and improving your mind and body. There is no need to make an appointment to see an advisor and the health hub locations can be found on the JustBe Croydon [website](#).

## DELIVERING OUR AMBITIONS

### Update on the Cherry Hub

In October I updated you on the development of Croydon's new all-age, all-disability hub, called The Cherry Hub. I am delighted to say that the project is nearly complete and is already being successfully used by family carers and some council services.

The Autism service relocated in the summer and everyone is already benefiting from the new location. Phase two completed, with a new sensory room, training kitchen, large activity room and a variety of activity rooms along with space for people to meet.

We were lucky as the photography group at the Whitehorse Hub documented the development, some of their photos are below.



The plan is to have a period of in-house use only, to test, look for snags and ensure that the building is ready for an opening in the Spring.



More information: [Annette.McPartland@Croydon.gov.uk](mailto:Annette.McPartland@Croydon.gov.uk)

### Coca-cola asked to make changes to consider the health and wellbeing of Croydon



Croydon is a [SUGAR SMART borough](#), and the council is leading a local campaign to help residents to be aware of the risks to their health if they consume too much sugar.

When the Coca-Cola truck came to Croydon on the 15-16 December, as part of the company's annual Christmas promotion, Rachel Flowers, our Director of Public Health, wrote to the company requesting that they work

in parallel with the borough by promoting sugar free alternatives to their popular drinks line-up.

Members of the public health team and the charity Sustain went to the truck to handout SUGAR SMART and oral health information to members of the public. One young couple with a baby were very pleased to hear we are a SUGAR SMART borough saying '*this is what we need...support on sugar swaps*'.

You can read more about our actions in this [article](#).

Find out how you can get involved with SUGAR SMART Croydon [here](#)

## WORKING WITH PARTNERS

### Community effort supports more people to get tested for HIV



Each year Croydon Council organises activities to offer more opportunities for local people to get a HIV test during the national HIV Testing Week campaign.

HIV Testing Week started on 17 November year and we promoted the campaign in Croydon until Worlds Aids Day on 1<sup>st</sup> December.

The campaign was a resounding success with almost 1,200 additional people in the borough taking a HIV test - beating last year's total.

Much of this success was due to the work we did to involve volunteers and local businesses.

Fred Semugera, in the council's public health team, led the work to coordinate more than 100 trained volunteers, including Croydon College students, Rainbow Across Borders - a local LGBT group, and Croydon Council staff, to get them signposting people to get tested at nearby venues.



He also galvanised the support of local businesses and organisations for them to offer HIV testing during this time. This included being tested at Croydon University Hospital, local pharmacies, the CVA Resource Centre, the health hub in central library and Prestige hair and beauty salon. You can see the full list of participating venues on our [website](#).

Read more about our achievements [here](#)

HIV testing is available throughout the year at the sexual health clinic at Croydon University Hospital, GP surgeries, or with test kits that can be delivered by post.



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I hope you find this bulletin interesting, if you would like to contact me about anything, please do so on:

**Correspondence:**

c/o Town Hall  
Katharine Street  
Croydon  
CR0 1NX

**Business phone:** 07710 184 921

**Email:** [jane.avis@croydon.gov.uk](mailto:jane.avis@croydon.gov.uk)

[Online information](#)

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# Safer Croydon and Communities

Cabinet Member Bulletin

Councillor Hamida Ali

January 2019

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## Safer Croydon

### Driving down serious violence – developing a public health approach



Croydon has announced plans to create a Violence Reduction Unit (VRU) and adopt a public health approach to tackle the root causes of serious violent crime. This is in line with the approach adopted by Glasgow, which led to homicide figures dropping dramatically.

On 15 January I brought together almost 100 practitioners across statutory agencies and community organisations to contribute to our thinking on developing our public health approach to tackling serious violence.

We heard from speakers including Duncan Bew, lead Trauma and Emergency Surgeon for Kings College Hospital, Letitia Robb, Andrew Brown, Chief Executive of Croydon BME Forum and Sarah Jones MP in her role as Chair of the All Party Parliamentary Group on Knife Crime

[http://news.croydon.gov.uk/driving-down-serious-violence/#iLightbox\[gallery11663\]/0](http://news.croydon.gov.uk/driving-down-serious-violence/#iLightbox[gallery11663]/0)



# Safer Croydon and Communities

## Cabinet Member Bulletin

Councillor Hamida Ali

January 2019

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### Support against domestic abuse – call out for more volunteers

Over the festive period, Croydon's FJC made sure people knew about its support services. Posters were on display across the borough detailing where help was available, and how to seek support.

The FJC are also looking for more volunteers who are interested in assisting people facing domestic abuse. The FJC's Volunteer Project boosts the professional service they provide by giving them extra capacity to support survivors. Almost 50 people are already volunteering with more than another 10 about to start their training.

Volunteers are already assisting clients Monday-Friday, 9am-7pm and on Saturdays from 10am-1pm but the FJC needs more volunteers who can help on Mondays-Fridays 9am-5pm. Volunteers need to be 21 or older and be able to help out for a minimum of two hours every week.

The FJC supports over 200 people a month and with more volunteers the FJC could help even more people access support from health, housing, financial services and children's centres.

<http://news.croydon.gov.uk/support-against-domestic-abuse-during-the-festive-season/>

### Extra safety measures to combat anti-social behaviour

Croydon Council has installed two temporary CCTV cameras in Lansdowne Road and Milton Road to help monitor anti-social behaviour and drug use.

Residents called for the camera following their concerns about drug dealing and use in these areas.



<http://news.croydon.gov.uk/extra-safety-measures-to-combat-anti-social-behaviour/>



# Safer Croydon and Communities

## Cabinet Member Bulletin

### Councillor Hamida Ali

January 2019

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## Tell us your community safety concerns

The Safer Croydon Partnership (SCP) has launched a survey to gain a greater understanding of people's crime concerns.

The short survey seeks the views of everyone who lives, works or visits Croydon. It asks which crime and anti-social behaviour issues causes them most concerns.

The survey is also looking at people's experience of anti-social behaviour on transport such as buses, trains and trams. Please follow the link to complete it.

<http://news.croydon.gov.uk/tell-us-your-community-safety-concerns/>

## Communities

### Community Resilience - Fire at Shurgard Self Storage

On New Year's Eve, 31st December 2018, the community was struck by tragedy when a large fire engulfed the Shurgard self-storage warehouse on Purley Way.

At the height of the fire, the entire four storey building was alight and 20 fire engines and over 120 firefighters were at the scene. The destruction posed a threat to travel, which resulted in the A23 partially closing and trams coming to a halt.



The council provided support during the incident and remained on hand to provide specialist dangerous structures advice, and a demolition contractor.



# **Safer Croydon and Communities**

## **Cabinet Member Bulletin**

### **Councillor Hamida Ali**

**January 2019**

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Although this was an incident which left no persons harmed, the event massively affected all those who occupied the self-storage unit with possessions, often all people had, being lost which in many cases are irreplaceable.

Full demolition of the building is currently taking place. The London Fire Brigade and Metropolitan Police Service continue to investigate the fire and Shurgard are working with their affected customers. Our thoughts go out to all those affected.

### **Developing a Voluntary Sector Strategy for the borough**

Croydon Council is developing a strategy to drive its work with voluntary and community sector organisations and groups across the borough. Through the Community Fund the council is investing over £6million in the voluntary sector. In preparation for the ending of those funding agreements in March 2020, we've been consulting organisations for the last 5 weeks on their views on how the council should work with the sector in the future. Over 200 organisations have responded to the survey and over 100 representatives attended an engagement workshop earlier in January which will assist the council to consider both its priorities and the commissioning process for its funding in the future.





# Economy and Jobs Cabinet Member Bulletin Councillor Manju Shahul-Hameed January 2019

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## Latest News

### Working Together

#### Our Apprenticeship Programme Wins Again



In November, Croydon Council won the Personnel Today Award 2018 for Apprenticeship Employer of the Year. The awards celebrate success in both the public and private sector.

The winning submission focused on Croydon's large youth population and above average youth unemployment, and the barriers faced by residents, particularly looked after children, those from economically disadvantaged backgrounds, those with disabilities and those from BAME groups. Croydon's solution to these challenges has been to implement innovative recruitment practices such as utilising social media platforms, simplifying the application process and introducing group assessment days so that candidates can demonstrate their strengths which is particularly useful for those who struggle to articulate themselves at interview. We have also worked hard to reduce unconscious bias amongst recruiting managers by putting the emphasis on potential not experience. We have put together a holistic and robust programme that includes activities, events and training to



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ensure that apprentices receive opportunities to grow into well rounded individuals. For example, they have been assigned mentors to support their development and growth throughout their apprenticeship and attended themed workshops to equip them with the knowledge they need to succeed.

Subsequently, in our first cohort 85% of the apprentices were from a BAME background, the average age of our apprentices was 20 with 97% of them being between the ages of 16-24. Furthermore, nearly 10% were care leavers, 20% had additional learning needs/physical disability and another 10% were lone parents.

### Health & Social Care Recruitment Event

Croydon Works in collaboration with CALAT hosted the first Health & Social Care focussed recruitment event on Friday 14<sup>th</sup> December. The event was held at CALAT Thornton Heath, to ensure that local residents have access to the opportunities available.

The event was arranged following feedback from care employers who are struggling to find enough local talent to keep up with demand. A total of 16 employers were in attendance including some of the biggest local providers such as London Borough of Croydon, Caremark and Highfield House, all of whom had live vacancies.

We also had a number of training providers present and numerous workshops running throughout the day. This included CALAT showcasing various Health & Social care course, Skills for care, discussing the various roles available in the sector and Croydon Council on how to become a Social Worker.

With over 100 residents in attendance, the event was a success, feedback from employers was good and a number of residents secured interviews and tentative job offers.

Croydon Works and CALAT are planning to replicate the event across other areas in Croydon.







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## Croydon's Year of Business

The Year of Business was started to help small and medium businesses thrive in Croydon. These businesses, with fewer than 250 employees, make up 99% of the businesses registered in the borough.

The year of business was all about helping companies in our borough thrive, offering them the support and opportunities they needed to fulfil their potential. With over 170 events, seminars and workshops held through the Croydon Business Network, supporting over 4000 delegates, we are pleased to announce that the year for our businesses has been a great success. As we enter 2019, our ambitions for our business community has not diminished, every year is a year for Croydon businesses and we will be keeping on working with our dynamic business community to help our businesses start, develop & grow.

If you would like to know more about our services listed below:

- Croydon Enterprise Loan Fund
- Discretionary Business Rate Relief
- Free job brokerage service – Croydon Works
- Free concierge service to help you find property – Croydon Urban Edge
- Support to help businesses inspire young people's careers in our local schools – EPIC
- Support to guide you to information and support on apprenticeships (100 in 100 campaign).

[CLICK HERE](#)

## Croydon Economic Summit

300 businesses showed they meant business at our annual Economic Summit held in Box Park on Thursday 22 November. Guests heard from a host of local, national and international speakers.





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The summit addressed key issues highlighted by Croydon businesses in two sessions - Global Opportunities & Challenges. These explored Croydon's positioning within global markets from a national and international perspective at this time of Brexit uncertainty. The Future session explored Croydon's future transformation and included aspirations from a youth perspective as well as looking at local development.

With key note speakers: Crepes and Cones, Senior Economist and Head of Economic Forecasting & Stress-testing Economics at Royal Bank of Scotland Group, Marcus Wright and Mark Lever, Head of Corporate Affairs Gatwick Airport and many more the message that was highlighted was that Croydon's diversity was a positive strength that made us

resilient in these unsettled times. A call to work proactively to support and showcase opportunities for our young people was also a clear action for the Council to proactively work to drive this forward.

### Good Employer – Living Wage Week

In October we held an event to celebrate Living Wage employers in Croydon.

With over 50 of our leading Good Employer businesses joining the discussion on the benefits of paying people the London Living wage, the event debated and discussed important opportunities and challenges faced by the business community.

The London Living wage makes a positive difference to people's lives. As part of our drive to achieve increased financial security and greater independence for local people, we would like all Croydon employers, big or small, to become London Living Wage accredited and join the Good Employer Network. We work with the Good Employer Network to drive forward best practice in the borough.

We would like to welcome our newly accredited Good Employers

- Enterprise for London
- Crepes and Cones
- Right at Home
- HML Croydon
- Hazel Home for Autism Ltd
- MR Scaffolding Services Ltd
- Click Enterprise
- Queen B Luxury Nail and Beauty Lounge
- White Hut Studio
- R&O Plumbing and Maintenance



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- Simply Lunch
- Croydon Pride
- John Ruskin College
- Fish Lab

Strengthening our local economy requires collective commitment. Businesses and employers play an important role in creating a local economy that attracts investors and opens up opportunities for further growth. The Good Employer Charter aims to become a testament to the strengths of Croydon's market by showcasing local businesses' commitment to their employees, customers, suppliers, business partners and the local communities.

Being a good employer means your employees feel more valued and effective in their work. This translates into improved productivity, lower staff turnover and greater ability to retain talent. Your business gains a competitive advantage and improved performance.

Being a responsible business helps to satisfy your consumers' and business partners' desire to support companies that have strong corporate social responsibility. It improves the quality of life in communities where you do business, thus boosts your brand reputation, increases sales and positive consumer sentiment.

If you would like more information [CLICK HERE](#)

## Croydon Tech Forum

We celebrated our tech community on 4<sup>th</sup> December at 5.30pm at TMRW Croydon.

Committed to revolutionising how it interacts with the borough and its tech community through improved services enabled by digital transformation, our new Chief Digital Officer Neil Williams introduced his vision and objectives showcasing Croydon's drive to deliver top quality digital services to residents and businesses.

The event brought together some of the best tech leads in the borough for an evening of networking, sharing best practice discussing their digital expertise and showcasing some of the latest technology and services.

The next event will be held on the 26<sup>th</sup> February. To find out more email:  
[carol.squires@croydon.gov.uk](mailto:carol.squires@croydon.gov.uk)







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## Evening & Night-Time Economy

I and my fellow councillors took part in walks around our metropolitan and town centres to explore the strengths, opportunities, barriers and threats to our night time economy, The objective was to “test” the experience of these destinations, especially the transitions between stations and destinations, and also to understand some of the issues affecting traders, residents, and visitors. The walks identified specific and practical environmental aspects such as lighting, signage, cleanliness, safety, etc. that can be improved at ENTE destinations.

Evidence from the walks will be used to inform our emerging Evening & Night Time Economy Strategy which Cllr Ali, Cllr Lewis and I will present to Cabinet later this year.



## Pop Up Business School

The third annual Croydon Pop Up Business School took place for 2 weeks in December. Over 100 participants joined the Business School for a 10 day course on how to start your own business with no money and no loans. Participants were taught how to start a business doing something they love, without taking any loans and by learning how to harness the power of connections with people in person, online and through social media. The



course included workshops on how to start a business with no money, how to build a





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website for free, how to get on google, teaches about tax, law and company set up, and gives participants the confidence to get started. The course is followed by 6 days of free trading in the Whitgift Centre for participants.

The Croydon Pop Up Business School was sponsored by Croydon Council, Croydon Partnership, Optivo and Wandle Housing.

### Management Apprentice Programme Launch

Departments across the council have been working together to create Continuing Professional Development (CPD) opportunities for Council staff. The new programme financed using the Apprenticeship Levy includes Leadership and Management apprenticeships and Business administration apprenticeships at levels 3 and 4. Customer service at level 2 is also on offer as part of this programme due to start in February 2019.

During two promotional sessions within the Council 44 members of staff registered interest in the Level 3 (Leadership & Management) and 12 for the Level 5. More sessions will be run in January to engage with staff, followed by initial assessments so that staff can start courses in February 19.



CPD apprenticeships are a great way to invest in staff to develop their skills and increase productivity as well as helping them to make their next steps in their careers.

Coming in September 2019: Facilities management Supervisor BIFM level 3, Facilities Manager BIFM level 4, Assistant Accountant AAT level 3

### Economic Growth Strategy consultation

In December 2018 I presented the key themes and priorities of the borough's emerging Economic Growth Strategy at Cabinet with a view to consulting on them widely with stakeholders and partners before finalising the strategy in early 2019.

The themes for consultation are:

- To create [places](#) where businesses, investors and residents want to be and invest in [infrastructure](#) for growth;
- To create the [business environment for growth](#)
- To invest in [ideas](#) that can deliver real change for Croydon



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- To invest in our [people](#) ensuring they have access to quality skills provision and can access jobs that ensure financial independence.

I'll be working with partners both inside and outside Croydon to develop these themes further over the coming months – if you would like to have your say about the emerging strategy then please contact me or Emma Lindsell – Director of Economic Growth ([emma.lindsell@croydon.gov.uk](mailto:emma.lindsell@croydon.gov.uk)).



# Children, Young People and Learning

## Cabinet Member Bulletin

### Councillor Alisa Flemming

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#### LATEST NEWS

Happy New Year – I'm looking forward to continuing the work this year to ensure that all children in the borough are safe, healthy, happy and able to aspire to be the best they can be. I'm really pleased that Rob Henderson and Nick Pendry are now in post as permanent Executive Director of Children Families and Education and Director for Early Help and Social Care. I am really looking forward to working with them.

Sadly David Butler, Director of Education will be leaving us to take up a new role as Chief Executive of a Multi-Academy Trust. David has been with Croydon for many years and built excellent relationships with schools, and head teachers, partners and colleagues and he will be sorely missed. I will be working with Rob on David's replacement. I'd like to take this opportunity to personally thank David for all that he has done for the residents of Croydon. David is a wealth of knowledge and he will be greatly missed. I wish him an abundance of success in all future endeavours.

#### Staff Awards

I was delighted to attend the Children, Families and Education Departmental Awards in November. This was an opportunity to celebrate all those in the department who had been nominated for a Croydon award with the finalists going forward to the ceremony at the Hilton. We had 4 members of staff and 1 team who were finalists at the Hilton and I am delighted that Maria Nawrocka won the category for Residents Award on the night for her supporting role in the delivery of our Play Streets Initiative.

The Departmental event was held at the Conference Centre and we were lucky enough to be entertained by a string orchestra made up of pupils from schools in the borough who played a variety of music from the Beatles to Beethoven.



I would like to offer my congratulations to all those nominated, as well as the finalists.

#### DELIVERING OUR AMBITIONS

##### Children's Improvement Journey

I am committed to making sure our early help and social care staff have caseloads that ensure they have the time to do high quality work with our children and their families. In the past eight months children's social workers' caseloads in Croydon have come right down to an average that is below our target in all service areas





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including the assessment and care planning services, at the front line of keeping children safeguarded.



How did we do it? We listened to staff who told us that caseloads were too high. So, in June three managed teams of social workers were brought in to add capacity on the ground, take over the duty desk during the summer months and so give our Croydon staff space to really get on top of their cases.

Within weeks the difference was clear and caseloads began to fall. By November it was clear the action had paid off. The average caseload per social worker dropped to a level that gives Croydon one of the lowest caseload averages in London.

Veronica Leigh, assessment service manager, describes the difference as immense.

*“The service is in a much better place now,” she says. “Caseloads are manageable and morale is really, really high in the teams. I can feel a buzz about the service that wasn’t there at all six months ago.”*

*“Our social workers now talk about Croydon as a place where you’re supported by skilful managers to do the best job you can to make a positive impact on children and young people, and word of mouth is drawing in staff to come and be part of our team.”*

There is still much more to do to make sure all our children and families get the high quality services they deserve, but this has been a really important, visible, step in the right direction.

### Croydon new Special Free School

Following Croydon’s successful bid for capital funding from the Department for Education to develop a new free special school, the Education and Skills Funding Agency commissioned Croydon Council to lead on the delivery of the new special free school - Addington Valley Academy. The school will offer 150 places to children aged 2-19 years, with autism and learning difficulties, with the aim of providing a local pathway from the early years to adulthood.





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The plan is for construction of the new school to commence in early summer 2019, ready for the school to be open in September 2020.”



## Croydon Partnership Early Help Strategy 2018 – 2020

Our ambition is that all children and young people in Croydon will be safe, healthy and happy, and will aspire to be the best they can be. The future is theirs.



## Launch of our new Partnership Early Help strategy Best Start Family Solutions service

The end of 2018 saw the launch of the new Best Start Family Solutions service which is our new partnership Early Help Strategy. Over the past year hard work has been undertaken across both the statutory and voluntary sectors in collaboratively developing the strategy and this all came into fruition in November with the launch of the new strategy.

The new Partnership Early Help delivery model is shaped around three early help locality hubs, working initially within the three localities established through the Best Start early help provision, in the north, central and south areas of the Borough. These three hubs provide a locality base for a range of practitioners supporting close collaboration and alignment of services. These include the realigned Council intensive early help family key work teams and the Best Start service, who will work with partners including schools, health services, police, voluntary, faith and community sector agencies in delivering an integrated approach to our early help offer in the locality. This aligns with the Council's new operating model and enables us to provide a joined up and effective early help offer for children aged 0 to 18 and their families.

If you would like to find out more about the Best Start Family Solutions service, please contact [Clive.seall@croydon.gov.uk](mailto:Clive.seall@croydon.gov.uk)

## Takeover challenge Day

**AMBITIOUS FOR CROYDON**



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Another very successful Takeover Challenge took place with 146 young people participating, 99% more than in 2017.

#### Key Statistics:

- 63% were female
- 37% were male
- 99% attend Croydon schools (including alternative providers)
- 93% live in Croydon with 7% living on the periphery of neighbouring boroughs
- 13 Young People participated from the Beckmead Family of Schools (alternative provider)
- 1% of young people were identified as NEET and have since been referred
- 89 come from Black Asian and Minority Ethnic Backgrounds (BAME)
- 25 unique placements were offered to young people (4 higher than 2017)
- 99% would recommend taking part to their friends

Some quotes from the young people:

*"I enjoyed my placement environment and engaging with senior managers"*

*"It will allow young people to have their say in how they feel Croydon should be developed and hopefully impact what will be improved"*

*"It will encourage young people and children to have their say on the council decisions. Also it will help the council to make the Borough better as citizens have told the council what they should do"*

*"It gave me a voice"*

*"It will change a lot of things, because we young people have new fresh ideas"*

*"The best thing about the takeover challenge were the tours the ability to share our views and being able to find out how the council function".*

*"I really felt like I am part of Croydon".*

#### Croydon Music and Arts (CMA), Giving Young People a Voice

CMA have been exploring the impact the arts can have through giving young people a voice, by involving them in the creative process and giving them a choice in how to perform or present their work.

CMA have applied this practical approach to music making in the classroom, and in their annual music education hub return for the DfE they have been able to report a 45% increase in the number of children learning instruments in Croydon schools. An



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external evaluation of this work in four primary and three secondary schools found that:

- Playing a musical instrument was shown to be accessible to all
- Young people feel a great sense of satisfaction from this
- Musical ability and class cohesion are developed concurrently.

The report recommends CMA continue the roll out and has provided some recommendations for how they develop this approach across Key Stages 2 and 3.

Some of our Arts Council cultural education partnership funding has been used to pilot a similar approach with spoken word projects in primary schools linked to literacy.

To support young artists making progress CMA are currently working with RSL exam board to create a new class qualification for the performing arts across Key Stages 2 and 3 as part of the Regulated Qualifications Framework. As well as rewarding young artists it will prepare them for GCSE or vocational qualifications at Key Stage 4.

The impact of giving young people a voice is not just about celebrating their artistic achievements and the contribution they can make to cultural life in Croydon. Being able to express themselves is particularly valuable for those facing disadvantage, helping them to address challenges, improve their well-being and achieve in other areas.

### CALAT ALDD Awards

Another brilliant Adults with Learning Difficulties or Disabilities (ALDD) awards ceremony took place in November, celebrating all the fantastic hard work and achievements of everyone involved in the ALDD programme, the celebration was well attended and the Deputy Mayor, Councillor Kabir, was on hand to give out awards along with Cllr Shafi Khan, the Deputy Cabinet Member for Children, Young People and Learning.



### CALAT Spring term enrolment campaign

## AMBITIOUS FOR CROYDON





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CALAT will be encouraging Croydon residents to enrol on Spring Term courses at their New Year open day which will be held at Croydon Clocktower in January. Staffed by members of all the curriculum areas these events are a great way to promote CALAT's diverse offering as well as a fantastic opportunity to meet other potential learners.



In addition to boost January enrolments CALAT has launched a 6 week campaign running throughout December and into January 2019. A full page advert was placed in the Croydon Advertiser coinciding with a Decaux board, web and social media campaign.

### **Consortium Bid**

CALAT has submitted a bid to the London Learning Consortium to support their tender for the procurement element of the Adult Education Budget. The bid is for £400k over 4 years and will focus on two cohorts of learners, one transitioning Family Learning Adult learners onto mainstream accredited programmes and vocational pathways and the other will focus on adults with health conditions and learning difficulties to assist them in gaining employment. The outcome will be announced in January / February 2019.

### **CALAT English for Speakers of Other Languages (ESOL) + GLA funded collaborative project**

Aimed at ESOL students whose childcare responsibilities created barriers to learning, the collaborative project has supported parents to create a memory box for their child whilst developing their language skills and to also provide pathways to other agencies, libraries and local support networks available in Croydon and other areas.

Parents supported range from as far and wide as Albania to the Philippines with an adult age range of 18 to 30 and babies from 8 days to 1 year.

The second delivery phase of the project begins in February 2019 where we expect similar uptake and continued overall success.

## For General Release

<b>REPORT TO:</b>	<b>COUNCIL</b> <b>28 January 2019</b>
<b>SUBJECT:</b>	<b>MEMBER PETITIONS</b>
<b>LEAD OFFICER:</b>	<b>Stephen Rowan, Head of Democratic Services and Scrutiny</b>
<b>WARDS:</b>	<b>ALL</b>
<b>CORPORATE PRIORITY/POLICY CONTEXT:</b> This report is prepared in keeping with paragraphs 3.26 to 3.31 of the Council Procedure Rules at Part 4A of the Constitution.	

### 1. RECOMMENDATIONS

- 1.1 The Council is asked to note the petitions presented by Councillors at the meeting as listed in paragraph four of the report.

### 2. EXECUTIVE SUMMARY

- 2.1 In accordance with Part 4A of the Council's Constitution up to three Members of the Council can present petitions to any ordinary meeting of the Council, with the exception of any meeting of the Council reserved for the setting of Council Tax.

### 3. BACKGROUND

- 3.1 Part 4A of the Constitution allows up to three Councillors to present petitions to meetings of the Full Council.
- 3.2 The Constitution requires that a petition must contain "the signatures of at least 100 local people or 50% of the local people affected by the subject" in order to be presented at a Council meeting.
- 3.3 The full petition wording of each of the three Member petitions to be received will be included in the Council agenda (see paragraph four below). The Member petitions will be received but shall not be the subject of a debate or questions at that or a subsequent Council meeting.
- 3.4 Where possible, the Cabinet Member shall provide a response at the Council meeting at which the Member's petition is received. Where a response is not



provided at the meeting, a written response shall be provided within three weeks of the meeting.

#### **4. PETITIONS TO BE PRESENTED TO COUNCIL AT THIS MEETING**

4.1 The Monitoring Officer has received notice of the following petitions to be presented to this meeting of the Council:

a) Petition presented by **Councillor Parker** on behalf of residents:

*“Post Office Dangerous Crossing*

*I have started this petition to put forward a safer crossing in front of the Coulsdon Post Office.*

*I feel crossing here with my children is extremely dangerous and feel the drivers car more than often jump the lights and not abide the speed limit.*

*Please sign this petition to help make Coulsdon a little safer for everyone.”*

b) Petition presented by **Councillor T Pollard** on behalf of residents:

*“Petition to Croydon Council*

*We, the undersigned residents of Balfont Close, Sanderstead CR2 9LL, request that ‘wheels up’ parking be permitted to enable this narrow road to be more easily accessed by its residents and larger vehicles.*

*Balfont Close is a short cul de sac of 12 houses. Whilst residents park with consideration to other users, occasional vehicle parking by tradesmen, delivery drivers and local visitors can often mean the width available when cars park opposite each other is insufficient to allow anything other than very small cars to pass. Service vehicles such as Recycling & Refuse collection Lorries sometimes have to work from the end of the road as they are unable to get down, and on one occasion an Ambulance suffered from restricted access.*

*Permission to park ‘wheels up’ will relieve this problem, and the residents of Balfont Close are in unanimous agreement. We respectfully request the general parking restriction of not having wheels on the pavement is lifted.”*

#### **5. NEXT STEPS**

5.1 Where possible the Cabinet Member will respond to the petition at the meeting.



- 5.2 Where a more detailed response is required, a written response shall be provided within three weeks of the meeting.

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**CONTACT OFFICER:**

Kieran Pantry-Melsom  
Trainee Democratic Services and  
Governance Officer  
Ext 63922.

**BACKGROUND DOCUMENTS:** None.

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## For General Release

<b>REPORT TO:</b>	<b>FULL COUNCIL</b> <b>28 JANUARY 2019</b>
<b>SUBJECT:</b>	<b>PARENTAL LEAVE: AMENDMENT TO ALLOWANCE SCHEME FOR MEMBERS</b>
<b>LEAD OFFICER:</b>	<b>JACQUELINE HARRIS-BAKER, DIRECTOR OF LAW AND GOVERNANCE, COUNCIL SOLICITOR AND MONITORING OFFICER</b>
<b>WARDS:</b>	<b>ALL</b>
<p><b>CORPORATE PRIORITY/POLICY CONTEXT/AMBITIOUS FOR CROYDON:</b></p> <p>The Council is required under the Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003 to undertake a review of its Members' Allowances scheme. Where amendments are sought to be made to the allowances scheme, any such amendments are required to be approved by full Council.</p>	
<p><b>FINANCIAL IMPACT</b></p> <p>The report recommendations will ensure councillors continue to receive allowances during any periods of sickness, paternity, maternity, shared parental and adoption leave. In the case of maternity, adoption, shared parental and sickness leave, special responsibility allowances will be reduced by 50% should a Councillor request to continue their leave by a further 6 months.</p>	

## 1. RECOMMENDATIONS

Council is recommended to consider the proposals contained in this report and

- 1.1 Agree the amendment to the Scheme of Members' Allowances to provide for maternity, adoption, shared parental, paternity and sickness leave detailed in this report and appended in full at Appendix 1.

## 2. EXECUTIVE SUMMARY

- 2.1 In line with the commitment already agreed by full council making provision for councillors to receive maternity, adoption, shared parental, paternity and sickness leave similar to staff provision this report now recommends the adoption of a detailed scheme setting out the proposed arrangements.

### 3. SCHEME OF MEMBERS' ALLOWANCES

- 3.1 The Council is required under the Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003 to undertake a review of its Members' Allowances scheme and approve any amendments to the scheme. The Council's scheme of Members' Allowances was last reviewed and amended in July 2018.
- 3.2 Any changes in to the allowances scheme are required to take into account the recommendations of a local independent panel on remuneration for Councillors. The most recent of which were recommendations made in the Independent Remuneration report to London Councils (January 2018). A link to the report is included here for ease of reference: <https://www.londoncouncils.gov.uk/who-we-are/about-us/financial-information/leadership-and-expenses/remuneration-councillors-london>
- 3.3 In relation to maternity and paternity leave, the Independent panel recommended that members' allowances schemes should allow the continuance of Special Responsibility Allowances in the case of sickness, maternity and paternity leave in the same terms that the council's employees enjoy such benefits (that is to say, they follow the same policies) and these recommendations currently form part of the Council's Allowances Scheme as adopted.
- 3.4 It was recognised by the Independent panel that one of the barriers to becoming a councillor related to child care and maternity/paternity arrangements.
- 3.5 The proposals within this report seek to go beyond what is proposed by the Independent Panel and are based on the proposed policy by the LGA Labour Women's Taskforce. The LGA Labour Women's Taskforce, set up in 2018 to look at the issues faced by women in Labour local government, has proposed a more fulsome parental leave policy for councillors with a view to giving greater certainty to councillors and councils alike when a councillor needs to take time off after the birth or adoption of a child, and seeking to mitigate the instances where the lack of parental leave would be a deterrent to someone becoming a councillor.
- 3.6 In 2017 the Fawcett Society found that only 4% of councils in England and Wales had a formal parental leave policy in place. Others make informal arrangements which were based entirely on the discretion of the leader at the time. The LGA Labour Women's Taskforce expressed the view that parental leave for councillors shouldn't just be a 'nice to have', dispensed at someone's discretion, and it shouldn't be seen as just being for women. It was considered that support such of this nature is important in encouraging women and men of all backgrounds to be councillors.
- 3.7 In light of the work by the Taskforce, a model policy was prepared and was sent out to all Labour council leaders and Labour group leaders. A copy of the full proposals can be viewed here: <https://www.local.gov.uk/lga-labour/about-us/parental-leave-policy-councillors>
- 3.8 The objective of the proposed policy is to ensure that insofar as possible Members are able to take appropriate leave at the time of birth or adoption, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio-holders and others in receipt of Special Responsibility Allowances (SRA) during any period of leave

taken. The proposed policy also includes provision in relation to long term sickness absence.

- 3.9 It is hoped that improved provision for new parents will contribute towards increasing the diversity of experience, age and background of local authority councillors. It will also assist with retaining experienced councillors – particularly women – and making public office more accessible to individuals who might otherwise feel excluded from it.
- 3.10 There is at present no legal right to parental leave of any kind for people in elected public office. This applies to MPs as well as councillors. These policy proposals can therefore only currently be implemented on a voluntary basis.
- 3.11 The policy proposes an entitlement of six months parental leave, with an option of extending it for a further six months if agreed locally. The policy also provides for long term sickness leave for a period of up to 6 months subject to review and possible extension by six months. Even if the policy is adopted and forms part of the allowances scheme, Croydon members will still have to ensure that they attend one meeting every six months as a legal requirement, and this is noted as part of the policy. There is also reference to the basic allowance, which all councillors will continue to receive and to what to do in the event that a councillor receiving an SRA takes parental leave. Provision is also made with regard to recommended notification procedures in the event that parental leave is required and the option for a temporary replacement to be appointed during a period of absence should this be necessary.
- 3.12 The proposals are incorporated within Appendix 1 via tracked changes for members' consideration and approval.

#### **4. CONSULTATION**

- 4.1 Both political groups represented on the Council have been consulted on the proposed changes detailed above.

#### **5. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS**

Revenue and Capital consequences of report recommendations

##### ***1 The effect of the decision***

The report recommendations will incur additional costs only when a Councillor is in receipt of Special Responsibility Allowances (SRA), otherwise all allowance payments remain as budgeted. This is because another Councillor nominated to cover will also be in receipt of that SRA for the duration of the absence.

##### ***2 Risks***

The level of future sickness, paternity or maternity leave is unknown, but the report proposals will only result in additional costs where Councillors are in receipt of SRAs.

##### ***3 Options***

None - these proposals are the only option set out in this report.

##### ***4 Future savings/efficiencies***

Costs of additional allowances payable from these proposals will need to be managed against existing budgets for Members' Allowances.

(Approved by: Ian Geary, Head of Finance, Resources and Accountancy, on behalf of the Director of Finance, Investment and Risk)

## **6. COMMENTS OF THE COUNCIL SOLICITOR AND MONITORING OFFICER**

- 6.1 There are no additional legal implications arising from the report not already set out in the body of the report.

(Approved by Sandra Herbert Head of Litigation and Corporate Law for and on behalf of Jacqueline Harris-Baker the Director of Law and Governance and Monitoring Officer)

## **7. HUMAN RESOURCES IMPACT**

- 7.1 There are no HR implications arising from the report for Croydon Council Employees or staff.

- 7.2 The Council's HR policies on maternity leave, paternity leave, parental leave, adoption leave, shared parental leave and sick leave apply to all employees, except where identified within the policy, such as those employed by schools who have their own policy and workers who are not employed by the Council (agency workers and contractors). It should be noted that these policies do not apply to Councillors as elected members.

(Approved by: *Gillian Bevan, Head of HR Resources* on behalf of the Director of Human Resources)

## **8. EQUALITIES IMPACT**

- 8.1 Whilst it is noted that there is no statutory entitlement to such provision for Members (or indeed for MP's) , it is hoped that improved provision for new parents will contribute towards increasing the diversity of experience, age and background of local authority councillors. It will also assist with retaining experienced councillors – particularly women – and making public office more accessible to individuals who might otherwise feel excluded from it.

## **9. ENVIRONMENTAL IMPACT**

- 9.1 There are no anticipated environmental impacts.

## **10. CRIME AND DISORDER REDUCTION IMPACT**

- 10.1 There are no anticipated crime and disorder reduction impacts

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**CONTACT OFFICER:** Jacqueline Harris-Baker, Director of Law and Governance, Council Solicitor and Monitoring Officer. (ext. 62328)

**BACKGROUND DOCUMENTS:** This report is not dependent upon any previously unpublished documents.



# **CONSTITUTION OF THE LONDON BOROUGH OF CROYDON**

## **PART 6A**

### **SCHEME OF MEMBERS' ALLOWANCES**

- 1 The Council has adopted a scheme of Members' allowances that complies with the Local Authorities (Members Allowances) (England) Regulations 2003 (No. 1021) as amended and having considered the recommendations of the London Councils' Independent Panel 2018 on the Remuneration of Members in London.

The Croydon scheme provides for:

- Every Member to receive a basic allowance which shall be inclusive of all travel costs incurred within the Borough;
- Members appointed by the Annual Council, or subsequently by virtue of the office they hold, shall receive a Special Responsibility Allowance;
- No Member shall receive more than one Special Responsibility Allowance;
- Out-of-Borough travel and subsistence allowances shall be reviewed by the Corporate Services Committee and paid in line with levels set by the Committee, unless already prescribed by Statutory Instrument or Circular. Costs related to travel and subsistence outside the Borough only when incurred undertaking an approved duty shall be eligible for reimbursement;
- The scheme for reimbursement of costs associated with providing childcare or care for a dependent relative incurred by a Member when undertaking an approved duty is set out in Appendix A and it shall be reviewed periodically by the General Purposes and Audit Committee;
- Any Member may elect to forego all or part of the Basic Allowance and if appropriate the Special Responsibility Allowance, to which they are entitled, by writing to the Council Secretary and Solicitor. Otherwise all allowances due to each Member shall be paid automatically each calendar month on the basis of one 12<sup>th</sup> of the total;
- Members do not have access to the Local Government Pension Scheme;

- The scheme does not provide for the payment of any allowances to co-optees. The scheme introduces payment for Adoption Panel but not for Fostering Panel;
  - Members shall only be entitled to a pro-rata payment in respect of a term of office which is not for a complete year, which would include any job share arrangements;
  - In all other respects, the scheme of allowances as set out here shall remain in place until such time as the Council decides otherwise.
- 2 The respective levels of Basic and Special Responsibility Allowances payable from 28 May 2018 are set out in Appendix B.
  - 3 The Mayor and Deputy Mayor shall receive allowances for expenses in accordance with relevant legislation in relation to the discharge of their ceremonial and other duties. The level of expenses paid to the Mayor and Deputy Mayor are as shown in Appendix B.
  - 4 The level of the Basic Allowance, Special Responsibility Allowances, Mayor's and Deputy Mayor's Allowances shall be subject to annual adjustment in accordance with the annual local however Members may review this aspect no more frequently than annually to determine whether there will be an adjustment for the upcoming Council year.
  - 5 All Members shall continue to receive their Basic Allowance in full in the case of maternity, adoption, shared parental, paternity and sickness leave (subject to the six month councillor attendance at meetings requirement under section 85 of the Local Government Act 1972).
  - 6 In specific circumstances the payment of a Special Responsibility Allowance may continue during a period of absence in the case of maternity, adoption, shared parental, paternity and sickness leave. Where the SRA is paid at a reduced level the payment will be applied proportionately during the period of absence. Where members have elected not to receive their SRA no payment will be made. The Council, relevant committee/body or Leader in case of Cabinet Members, as appropriate, may depending on the circumstances, appoint a temporary replacement to cover the period of absence, who will be entitled to an SRA pro-rata for the period of the temporary appointment.
  - 7 Full details of entitlement to leave and allowances as a result of maternity, adoption, shared parental, paternity and sickness are attached at Appendix C.

## **DEPENDENT CARERS, TRAVEL & SUBSISTENCE ALLOWANCE SCHEMES**

Members are entitled to claim reimbursement of expenditure incurred on the provision of the care of their children and dependent relations requiring care when undertaking an Approved Duty, subject to the provisions of the scheme set out below. Members are also entitled to claim travel and subsistence expenses incurred in the performance of an Approved Duty.

### **Approved Duties**

An Approved Duty shall be one that is specified in the relevant statutory Regulations, which currently provide for the following activities:

- 1 A meeting of the Executive.
- 2 A meeting of a Committee of the Executive.
- 3 A meeting of the Authority.
- 4 A meeting of a Committee or Sub committee of the Authority.
- 5 A meeting of any other body to which the Member has been appointed or nominated by the Authority.
- 6 A meeting of a Committee or Sub Committee to which the Member has been appointed or nominated by the Authority.
- 7 A meeting which has been authorised by the Authority, a Committee or Sub Committee or a joint Committee of the Authority or one or more other authorities, or a Sub Committee of a joint Committee and to which representatives of more than one political group have been invited.
- 8 A meeting of a local authority association of which the Authority is a member.
- 9 Duties undertaken on behalf of the authority in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorised the inspection of premises.

The following Rates of Allowances shall be monitored by the General Purposes and Audit Committee, who shall also have power to revise them.

**RATES OF  
DEPENDENT CARERS, TRAVEL & SUBSISTENCE ALLOWANCES  
TO MEMBERS OF THE COUNCIL**

**The following allowances will be paid as a reimbursement of INCURRED expenditure FOR AN APPROVED DUTY, following the submission of receipts or other supporting documents, within 2 months of the expenditure being incurred.**

**DEPENDENT CARERS ALLOWANCE**

1. Expenditure not less than the London Living Wage, currently £10.20 per hour, incurred in respect of care provided by a person that is not a member of the Member's household, for:
  - The care of children 15 years of age or under living in the Member's household; or
  - The care of other dependants where there is medical or social work evidence that care is required.

**TRAVEL ALLOWANCES (payable only for Out-of-Borough travel)**

**Rail or other Public Transport**

Ordinary or cheap fare, at first class rates, plus actual expenditure on:

[a] Pullman car or similar supplements; reservation of seats; deposit or portage of luggage.

[b] Sleeping accommodation for an overnight journey (subject to thirty-three and one third percent reduction of any subsistence allowance payable for that night).

**Taxi-Cab or Cab**

[a] In cases of urgency or where no public service is reasonably available, the amount of the actual fare and any reasonable gratuity paid;

[b] In other cases, the equivalent fare for travel by an appropriate public transport.

**Private motor vehicle**

The rate for travel by a Member's private motor vehicle shall not exceed the following rates:

[i] motorcycle, tricar or motor car of cylinder capacity 500cc	<b>25.9p per mile</b>
[ii] not exceeding 999cc	<b>34.6p per mile</b>
[iii] 1000cc - 1199cc	<b>39.5p per mile</b>
[iv] 1200cc and above	<b>48.5p per mile</b>

[v] For the carriage of each additional Member of the Council (not exceeding four): 3.0p per mile for the first passenger and 2.0p per mile for second and subsequent passengers.

[vi] Expenditure on tolls, ferries, parking fees.

[vii] Reimbursement of overnight parking charges.

### **Private bicycle**

The rate for travel by a Member's private bicycle shall not exceed **24.0p per mile**.

### **Hired Cars**

The rate which would have been applicable had the vehicle belonged to the Member who hired it. Subject to the approval of the Corporate Services Committee, the rate may be increased to an amount not exceeding the actual cost of hiring.

## **SUBSISTENCE ALLOWANCES (payable only for Out-of-Borough subsistence)**

<b>Breakfast Allowance</b>	<b>£4.92</b>
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More than 4 hours away from normal place of residence or a lesser period before 11am.

<b>Lunch Allowance</b>	<b>£6.77</b>
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More than 4 hours away from normal place of residence or a lesser period including the lunchtime between noon and 2pm.

<b>Tea Allowance</b>	<b>£2.67</b>
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More than 4 hours away from normal place of residence or a lesser period including the period 3pm to 6pm.

<b>Evening Allowance</b>	<b>£8.38</b>
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More than 4 hours away from normal place of residence or  
a lesser period ending after 7pm.

<b>Overnight Absence</b>	<b>£79.82</b>
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From usual place of residence

<b>Overnight Absence in London</b>	<b>£91.04</b>
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Or for the purpose of attendance at an annual conference (including or not including an annual meeting) of the Association of County Councils, the Association of Metropolitan Authorities and the Association of District Councils or such other association of bodies as the Secretaries of State may for the time being approve for the purpose.

For the purposes of the above paragraph, London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith & Fulham, Islington, Kensington & Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

**NOTE:** Any Subsistence Allowances claimed should be reduced by an appropriate amount in respect of any meal provided free of charge by the Council or body in respect of the meal or the period to which the allowance relates. Additionally, where main meals are taken on trains during a period for which there is an entitlement for a day subsistence allowance, the reasonable cost of the meals (including VAT) may be reimbursed in full. In such circumstances, reimbursement for the reasonable cost of a meal replaces the entitlement to the day subsistence allowance for the appropriate meal period.



**COUNCILLORS' BASIC AND SPECIAL RESPONSIBILITY  
ALLOWANCES MAY 2018 – MAY 2022**

		£
<b>Basic Allowance</b>	All Members	11463
	Mayor's Allowance	19485
	Deputy Mayor's Allowance	9743
<b>to include in the Basic Allowance the following one-off Members' ICT payment</b>		
	Members newly elected since January 2017	800
	Members re-elected in May 2018	400
	Members elected in a by-election following May 2018 (a pro-rata amount based on the length of the remaining 4 year term)	800
	Members elected in local elections in 2022 and thereafter	800
<b>Special Responsibility Allowances</b>	<b>Paid in addition to Basic Allowance</b>	
	Leader of the Council	44083
	Deputy Leader Statutory	37197
	Deputy Leader	36335
	Cabinet Members	33705
	Deputy Cabinet Members	10132
	Non-Acting Cabinet Member	20223
	Chair - Scrutiny and Overview Committee	30335
	Deputy Chair - Scrutiny and Overview Committee	10522
	Majority Group Secretary	10132
	Majority Chief Whip	14854

	Chair - General Purposes & Audit Committee	10106
	Chair - Licensing Committee	10106
	Chair - Planning Committee	16207
	Chair- Health and Wellbeing Board	33705
	Member of Adoption Panel	4514
	Chair - Pension Committee	9029
	<b>Largest Minority Group</b>	
	Leader of the Opposition	22005
	Deputy Leader(s)	9216
	Shadow Cabinet Members	6881
	Chief Whip	6881
	Group Secretary	6747
	Vice Chair - Scrutiny and Overview Committee	10522

## APPENDIX C

### PARENTAL AND SICKNESS LEAVE ARRANGEMENTS

#### Introduction

This Appendix sets out Members' entitlement to maternity, paternity, shared parental adoption leave and sickness leave and relevant allowances.

The objective is to ensure that insofar as possible Members are able to take appropriate leave at the time of birth or adoption that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio-holders and others in receipt of Special Responsibility Allowances (SRA) during any period of leave taken.

Improved provision for new parents will contribute towards increasing the diversity of experience, age and background of local authority Members. It will also assist with retaining experienced Members – particularly women – and making public office more accessible to individuals who might otherwise feel excluded from it.

There is at present no legal right to parental leave of any kind for elected Members. This applies to MPs as well as Members and these arrangements can therefore only currently be implemented on a voluntary basis by individual Councils.

#### **1. Leave Periods**

##### *Maternity*

1.1 Members giving birth are entitled to up to 6 months maternity leave from the due date, with the option to extend up to 52 weeks by agreement if required.

1.2 In addition, where the birth is premature, the Member is entitled to take leave during the period between the date of the birth and the due date in addition to the 6 months' period. In such cases any leave taken to cover prematurity of 28 days or less shall be deducted from any extension beyond the initial 6 months.

1.3 In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be taken by agreement, and such exceptional leave shall not be deducted from the total 52 week entitlement.

##### *Paternity*

1.4 Members shall be entitled to take 2 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren). The Member may take one week at a time or two consecutive weeks of paternity leave, but not single days or less than a week's duration. Paternity leave must be taken within two months of the birth or adoption.

##### *Shared parental leave*

1.5 A Member is entitled to Shared Parental Leave if they have (or share with the other parent) the main responsibility for the care of the child and are either the

Mother, Father, Main Adopter or Other Adopter of the child, or the spouse, civil partner or partner of the Mother/Main Adopter.

A Member may share up to 50 weeks leave if the Mother/Main Adopter curtails their maternity/adoption leave before using their full entitlement of 52 weeks. The number of weeks available as Shared Parental Leave will be reduced by the number of weeks maternity or adoption leave that has already been taken by the Mother or Main Adopter.

Shared Parental Leave can be taken as one continuous block or in multiples of complete weeks, but must end no later than one year after the birth/placement of the child.

1.6 Where both parents are Members leave may be shared up to a maximum of 24 weeks for the first six months and 26 weeks for any leave agreed thereafter, up to a maximum of 50 weeks. Special and exceptional arrangements may be made in cases of prematurity.

#### *Adoption*

1.7 A Member who adopts a child through an approved adoption agency shall be entitled to take up to six months adoption leave from the date of placement, with the option to extend up to 52 weeks by agreement if required.

#### *Sickness*

A Member who is sick will continue to receive the basic allowance as long as they remain a councillor and comply with the attendance requirements regarding council meetings under section 85 of the Local Government Act 1972. They will also continue to receive any SRA for a period of up to six months during any 12 month period subject to review and a possible extension by six months.

#### *General*

1.8 Any Member who takes maternity, shared parental, adoption or sickness leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six month period.

1.9 Any Member intending to take maternity, paternity, shared parental, adoption or sickness leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council as set out in paragraph 4 below, both in terms of the point at which the leave starts and the point at which they return.

1.10 Any member taking leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.

## **2 Basic Allowance**

2.1 All Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity, adoption or sickness leave as long as they remain a Member (subject to the six month councillor attendance at meetings requirement in section 85 of the Local Government Act 1972).

## **3. Special Responsibility Allowances**

3.1 Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in full in the case of maternity, paternity, shared parental, adoption or sickness leave for a period of 6 months followed by a further period of 6 months at half rate.

3.2 Where a temporary replacement is appointed to cover the period of absence that person shall also receive an SRA on a pro rata basis for the period of the temporary appointment.

3.3 The payment of Special Responsibility Allowances, whether to the primary SRA holder or a temporary replacement, during a period of maternity, paternity, shared parental, adoption or sickness leave shall continue for a period of six months subject to a possible extension for a further six month period or until the Member or temporary replacement ceases to be appointed to a position entitling an SRA or is up for election whichever is the sooner.

3.4 Should a Member appointed to act as a temporary replacement for the Member on maternity, paternity, shared parental, adoption or sickness leave already hold a remunerated position, the ordinary rules relating to payment of more than one Special Responsibility Allowances shall apply.

## **4. Notification**

4.1 Maternity Leave: The Member should notify the Head of Democratic Services of their intention to take maternity leave in writing no later than 28 days before the date they wish the period of maternity leave to start and:

- i) Confirm the expected date of childbirth;
- ii) Provide a copy of the MATB1 (available from a doctor or midwife);
- iii) Confirm the dates which the Member will be absent.

4.2 Paternity Leave: The Member should notify the Head of Democratic Services of their intention to take paternity leave in writing no later than 28 days before they wish the period of paternity leave to start and:

- i) Confirm the expected date of childbirth; or date the child is expected to be placed for adoption (UK Adoption); or the date on which the child is expected to enter Great Britain (Overseas Adoption);

- i) Provide a copy of the MATB1 or matching certificate/official notification;
- iii) Confirm the dates which the Member will be absent.

4.3 Adoption Leave: The Member should notify the Head of Democratic Services of their intention to take adoption leave in writing no later than 28 days before the date they wish the period of adoption leave to start and:

- i) Confirm they are the Main Adopter and the date the child is expected to be placed for adoption (UK Adoption) or the date on which the child is expected to enter Great Britain (Overseas Adoption);
- ii) Provide a copy of the matching certificate/official notification;
- iii) Confirm the dates which the Member will be absent

4.4 Shared Parental Leave: The Member should notify the Head of Democratic Services of their intention to take shared parental leave in writing no later than 28 days before the date they wish the period of shared parental leave to start and:

- i) Confirm their entitlement to shared parental leave and the expected (or actual) date of birth/placement;
- ii) Confirm the start and end dates of the Mother/Main Adopter's maternity/adoption leave, the amount of shared parental leave available and how much each parent intends to take;
- iii) Provide a copy of the MATB1 or matching certificate/official notification;
- iv) Confirm the dates which the Member will be absent.

4.5 Sickness Leave. The Member should notify the Head of Democratic Services where they are likely to be sick for a period in excess of 2 months.

4.6 If the Member wishes to change the start date of a period of leave they should write to the Head of Democratic Services no later than 28 days before either the original start date or the new start date (whichever is earlier).

4.7. If the Member wishes to change the end date of a period of leave they should write to the Head of Democratic Services at least 28 days before either the original end date or the new end date (whichever is earlier).

4.8. The Head of Democratic Services will provide confirmation that the information on revised dates has been received and that relevant re-instatement or adjustment of any SRA has taken place within 10 working days.

## **5. Resigning from Office and Elections**

5.1 If a Member decides not to return at the end of their maternity, paternity, and shared parental, adoption or sickness leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.

5.2 If an election is held during the Member's maternity, paternity, shared parental, adoption or sickness leave and they are not re-elected, or decide not to stand for re-election, their Basic Allowance and SRA, if appropriate, will cease from the Monday after the election date when they would technically leave office.



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<b>REPORT TO:</b>	<b>COUNCIL 28<sup>th</sup> January 2019</b>
<b>SUBJECT:</b>	<b>TRANSFERRING FUTURE BENEFIT OF CROYDON AFFORDABLE HOMES LLP AND CROYDON AFFORDABLE TENURES LLP</b>
<b>LEAD OFFICER:</b>	<b>Richard Simpson, Executive Director of Resources &amp; S151 Officer</b>
<b>CABINET MEMBER:</b>	<b>Councillor Simon Hall, Cabinet Member for Finance and Resources</b>
<b>WARDS:</b>	<b>ALL</b>

## 1. RECOMMENDATIONS

The Council resolves, at the break in the leases in 40 years, subject to all linked outstanding debt having been cleared, to transfer the 346 homes leased to Croydon Affordable Homes LLP and Croydon Affordable Tenures LLP via an additional lease to the London Borough of Croydon Pension Fund, or any successor body, via a Pension Fund nominee company as part of meeting the Council's liability to the Pension Fund as a scheme employer.

## 2. EXECUTIVE SUMMARY

- 2.1 The Council, via the limited liability partnerships with Croydon Affordable Housing, is creating approximately 600 new affordable homes in the next three years. Under each programme, the freehold remains with the Council and the homes are leased to the partnership on a long term arrangement.
- 2.2 In each lease, there is a Council only break option which enables the lease to assign the financial benefit to another entity. It is proposed that an additional lease will be inserted in to the existing lease structure to take effect at the break option to pass that benefit to the London Borough of Croydon Pension Fund.
- 2.3 As a result of that future benefit accruing to the Pension Fund, the Fund, after advice from the appointed actuary, has agreed that the Council can reduce its annual employer contributions by 2.5% of pay which equates to £3.5m.

## 3 BACKGROUND

- 3.1 In June 2017, the Council approved to set up and enter in to limited liability partnerships (LLP) with a local charity, Croydon Affordable Housing to provide

affordable homes for borough residents across three separate schemes. This was extended with a fourth programme in July 2017 bringing the estimated number of additional affordable homes to approximately 600.

- 3.2 For each scheme, the Council agreed to lease the homes or vacant land to one of the LLPs with a Council only break option inserted at forty years, to coincide with the repayment of any debt taken in relation to the homes. At the break point, the Council has the option to either break the lease, reassign the lease to a third party or assign the financial benefit of the lease to another entity.
- 3.3 Under the structure, any surpluses generated by the LLP, after all operating and financing costs have been paid, are passed to the Council as rent payments under the head lease.

#### **4 PROPOSAL**

- 4.1 The Council has investigated the potential scope and benefit of assigning, at the point of the break option in each head lease, the financial benefit of some or all of the homes to the London Borough of Croydon Pension Fund (the Fund). By passing the future capital value of the homes as well as the annual net revenue surplus generated after the break point, the Council is providing both future asset value and future ongoing revenue stream to the Fund and in doing so reducing its current liabilities as an employer. From the Fund's perspective, that on-going provision enables it to reduce the current contribution rate of the Council resulting in an immediate revenue saving to the Council.
- 4.2 The Council is seeking in this proposal to transfer the 346 homes in the two most progressed programmes. These are the 96 homes already leased to Croydon Affordable Homes LLP and the 250 homes to be leased to Croydon Affordable Tenures LLP in March 2018.
- 4.3 The Council has sought independent legal and financial advice on the transferring the benefit of the two leases and, based on prudent capital appreciation assumptions, the annual saving to the Council is estimated at £3.5m per year. By pursuing this option, the Council is leveraging the future value of its asset base to enable an immediate financial benefit.
- 4.4 As the Pension Fund is not a separate legal entity but a part of the Council with ring fenced assets, the legal solution, rather than cancelling the head lease, will be for the Council to grant an additional lease to a Fund nominee company with rental provisions that engage at the break option.

- 4.5 Under the additional lease, the Fund will have the benefit of the cumulative capital appreciation of the assets and will receive the annual revenue surplus of the LLP as rent.
- 4.6 The proposal was considered and supported on behalf of the Pension Fund by the Pension Committee on 21 November 2018. As part of its consideration, the Pension Committee received independent specialist legal, actuarial and investment advice in addition to receiving feedback from the Pension Board.
- 4.7 As part of the report to the Committee, certain safeguards to the Fund were provided to mitigate any future risks on the valuation of the assets. In particular, regular valuations of the homes will be built in to future actuarial valuations to ensure that the assumptions on capital appreciation remain reasonable with a commitment from the Council to adjust its employer contribution rate in the event of any shortfall. Similarly, should the Council not resolve the transfer of the benefit of the lease or, in the future, reverse the resolution to transfer the benefit to the Fund, the contribution rate would be adjusted to compensate the Fund.

## **5 FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS**

- 5.1 The financial implications are incorporated in to the detail of the proposal above, which are, at a summary level:
- By transferring the capital value and the majority of the annual revenue benefit to the Fund, the Council is able to reduce its employer contribution by approximately £3.5m per year from 2019/20;
  - The council will lose income received from the lease in 40 years for this immediate saving;
  - The agreement of the Pension Committee on behalf of the Fund includes risk mitigation in the event of the capital appreciation of the homes being below that assumed for a sustained period;
  - If the Council subsequently reverses the resolution to transfer the benefit of the homes, the employer contribution rate will be amended and/or a capital contribution will be made to return the Fund to the position it would have been in had the transfer not been considered.

## **6 COMMENTS OF THE COUNCIL SOLICITOR AND MONITORING OFFICER**

- 6.1 The structure for the transaction is still being finalised and therefore continuing and ongoing legal input and review is required. However, at the time of the report the Council has taken extensive and detailed advice on the current structure, as detailed above and the legislative framework and powers relevant to this structure. Of particular relevance is:-
- The two principal sources of the Council's power to participate in the transaction as set out above are section 1 of the Localism Act 2011 and section 111 of the Local Government Act 1972.
  - The general power of competence under section 1 of the Localism Act 2011 provides the Council with the power to do anything that individuals generally

may do. Section 1(5) of the Localism Act provides that the general power of competence under section 1 is not limited by the existence of any other power of the authority which (to any extent) overlaps the general power. The use of this power in section 1 of the Localism Act 2011 is, like the use of any power, subject to Wednesbury reasonableness constraints and must be used for a proper purpose.

- Whilst the general power of competence in section 1 of the Localism Act 2011 provides sufficient power for the Council to participate in the transaction as per the steps set out above and enter into the relevant project documents, additional power is available under Section 111 of the Local Government Act 1972 which enables the Council to do anything which is calculated to facilitate, or is conducive to or incidental to, the discharge of any of its functions, whether or not involving expenditure, borrowing or lending money, or the acquisition or disposal of any rights or property.
- Land Disposal Consents - For land held in the General Fund, section 123 of the Local Government Act 1972 (the "1972 Act") provides a local authority may dispose of land held by them in any manner they wish unless the disposal is for a consideration that is less than the best that can be reasonably obtained then the disposal needs to be with the consent of the Secretary of State. Whether the consideration obtained for the disposal is the best that can be reasonably obtained is a valuation question.
- General Disposal Consent (England) 2003 gives consent for a local authority to dispose of land for less than the best consideration that can be reasonably obtained if the local authority considers that the purpose for which the land is to be disposed is likely to contribute towards achieving any one or more of the following objectives in respect of the whole or any part of its area, or of all or any persons resident or present in its area the promotion or improvement of (a) economic wellbeing (b) social wellbeing (c) environmental wellbeing and (d) the difference between the unrestricted value land to be disposed of and a consideration for the disposal does not exceed £2m.
- The Council has power to dispose of the land held in the General Fund to the Pension Fund nominee pursuant to either the 1972 Act or if the valuation obtained indicates the proposed transfer is for less than the best consideration that can be reasonably obtained then there is scope to utilise General Disposal Consent 2003.

- In accordance with Section 8 of the Housing Act 1985, and Part 7 of the Housing Act 1996 (as amended by the Localism Act 2011), the Council is required to consider housing conditions/needs within its area, including the needs of homeless households, to whom local authorities have a statutory duty to provide assistance.
- Local authorities have a duty under section 193 and Part 7 of the Housing Act 1996 to house homeless persons in temporary accommodation who satisfy the qualifying criteria (i.e. eligibility, homeless, priority need, not intentionally homeless and local connection).
- The legislation also provides the Council with powers to meet these requirements via joint working between housing authorities, social services and other statutory, voluntary and private sector partners in tackling homelessness more effectively
- Given that the transaction relates to Council owned affordable housing consideration has and will continue to be given to compliance these duties in considering the structure and above transaction but at the time of writing it is considered these duties can be discharged in line with the proposed transaction.
- For SDLT purposes a lease to a nominee would be granted and consideration would need to be given as to the SDLT consequences. The beneficial owner treats a lease to a nominee for SDLT purposes as an acquisition. As the beneficial owner would be the same before and after the grant there would strictly speaking be no land transaction for SDLT purposes, with no SDLT payable or return due. However, a covering letter to HM Land Registry to clarify why no SDLT 5 certificate has been provided may be required.
- Income or corporation tax should not become payable in relation to the rental income and the grant of the lease should not result in a chargeable disposal for capital gains tax purposes

(Approved by Sean Murphy, Head of Commercial and Property Law and Deputy Monitoring Officer, on behalf of the Director of Law and Governance and Monitoring Officer)

## **7 HUMAN RESOURCES IMPACT**

- 7.1 No direct implications.

## **8 EQUALITIES IMPACT**

- 8.1 Provides longer-term certainty about the provision of affordable housing in the borough to those in greatest housing need.





## **9 ENVIRONMENTAL IMPACT**

9.1 No direct implications.

## **10 CRIME AND DISORDER REDUCTION IMPACT**

10.1 No direct implications.

## **11 REASONS FOR RECOMMENDATIONS/PROPOSED DECISION**

11.1 The Council is leveraging the future value of part of its asset base to enable an immediate financial benefit by reducing its employer contribution rate to the London Borough of Croydon Pension Fund.

## **12 OPTIONS CONSIDERED AND REJECTED**

12.1 The Council could not transfer the benefit of the homes and continue to pay the current employer contribution rate to the Fund – this would not enable a £3.5m annual saving and would require additional savings from other Council services to ensure a balanced budget in the future.

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### **CONTACT OFFICER:**

<b>Name:</b>	Richard Simpson
<b>Post title:</b>	Executive Director of Resources
<b>Telephone number:</b>	61848

### **BACKGROUND PAPERS - LOCAL GOVERNMENT ACT 1972**

*[For executive decision making it is a requirement that all Part A (open) reports & Part B reports (closed) must list and provide an electronic and a printed copy of all background reference.]*

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<b>REPORT TO:</b>	<b>FULL COUNCIL</b> <b>28 January 2019</b>
<b>SUBJECT:</b>	<b>APPOINTMENT OF INTERIM CHIEF FINANCE AND SECTION 151 OFFICER AND INTERIM EXECUTIVE DIRECTOR OF RESOURCES</b>
<b>LEAD OFFICER:</b>	<b>CHIEF EXECUTIVE</b>
<b>CABINET MEMBER:</b>	<b>Leader, Councillor Tony Newman</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY/POLICY CONTEXT:</b> The Council's management structure	
<b>FINANCIAL SUMMARY:</b> The salary cost of these posts are contained within the 2018/19 budget.	

## 1. RECOMMENDATIONS

Subject to the appointment notification process as set out in Section 3.4 of Part 4J of the Council's Constitution (Staff Employment Procedure Rules):

1.1 Note the resignation of Richard Simpson from his role as the Council's Executive Director of Resources and Chief Finance Officer and Section 151 Officer;

1.2 Note the appointment by the Chief Executive under delegated authority of Lisa Taylor to the statutory post of Chief Finance and Section 151 Officer on an interim basis for a period of up to 6 months from 1 February 2019;

1.3 Agree the extension of the appointment of Lisa Taylor to the statutory post of Chief Finance and Section 151 Officer on an interim basis for a period beyond 6 months should this be necessary pending recruitment to the role of Chief Finance and Section 151 Officer on a permanent basis;

1.4 Note the appointment by the Chief Executive under delegated authority of Jacqueline Harris-Baker to the post of interim Executive Director of Resources on an interim basis for a period of up to 6 months from 1 February 2019;

1.5 Agree the extension of the appointment of Jacqueline Harris-Baker to the post of interim Executive Director of Resources for a period beyond 6 months should this be necessary pending recruitment to the role of Executive Director of Resources on a permanent basis;

1.5 Note that Jacqueline Harris-Baker will retain her current functions as Council Solicitor and Monitoring Officer;

1.6 Delegate authority to the Council Solicitor and Monitoring Officer to make all necessary consequential changes to the Constitution arising from these interim appointments.

## **2. EXECUTIVE SUMMARY**

- 2.1. This report seeks the Council's approval to extend the appointment of Lisa Taylor to the post of interim Chief Finance and Section 151 Officer and Jacqueline Harris-Baker to the post of interim Executive Director of Resources and seek authority to make all necessary consequential changes to the Constitution arising from this interim appointment and that of Jacqueline Harris-Baker to the interim position of Executive Director of Resources.

## **3. DETAIL**

### Background

- 3.1. Members will be aware that Richard Simpson the Council's current Executive Director of Resources who also undertakes the statutory role of Chief Finance Officer and Section 151 Officer has resigned from the Council effective 04 March 2019.
- 3.2. Pursuant to the provisions of Section 6 of the Local Government and Housing Act 1989 and section 151 of the Local Government Act 1972, the Council is required to secure the proper administration of their financial affairs and secure that one of its officers is appointed who is responsible for the financial administration of the Council. The Chief Finance Officer and Section 151 Officer, which is one of the three Statutory Officer posts provided for in Article 12 of the Constitution is the officer with responsibility for the financial administration of the Council.
- 3.3. Under Section 113 Local Government Finance Act 1988 the Section 151 Officer must be a member of one of the specified accounting professions. In addition, there must be a separation of the roles of Section 151 Officer and Monitoring Officer so that whilst the Chief Executive of the Council, subject to appropriate qualifications, can be the Chief Financial Officer, it is not permissible for the Chief Financial Officer and Monitoring Officer to be the same officer.
- 3.4. Lisa Taylor the Council's Director of Finance, Investment and Risk is currently the Council's Deputy Chief Finance Officer and Deputy Section 151 Officer and has been a Croydon Council officer since 26 January 2009. She is a member of the Chartered Institute of Management Accountants and has been the Council's Deputy Section 151 officer since 3 February 2014. Accordingly the Head of Paid Service considers that she is appropriately qualified to fulfil the role of Interim Chief Finance Officer and Section 151 Officer.
- 3.5. Jacqueline Harris-Baker is currently the Director of Law and Governance, Council Solicitor and Monitoring Officer and it is proposed that she will retain the Council

Solicitor and Monitoring Officer functions whilst undertaking the new role of interim Executive Director of Resources.

- 3.6. Whilst the Chief Executive as Head of Paid Service is able to make interim appointments under Part 4J of the Staff Employment Procedure Rules within the Constitution for up to six months subject to the notification requirements in 3.4 of that part, and notifying that temporary appointment to the next meeting of full Council, the Chief Executive wishes to consider how best to structure the Resources Department going forward and it is not anticipated that this assessment will be completed within 6 months.
- 3.7 Accordingly the Council is asked to agree the extension of the appointments to the positions of interim Chief Finance Officer and Section 151 Officer and also interim Executive Director of Resources (should this be necessary) and agree that these interim appointments remain in place until permanent appointments to these positions are concluded. The arrangements in relation to the interim appointments would be subject to four weeks' notice on either side. All other terms and conditions relating to the post holder's substantive post as Director of Finance Investment and Risk would not be affected.
- 3.8 The Council's Staff Employment Procedure Rules at Part 4.J of the Constitution provide for a notification process to ensure that the Leader and any other Cabinet Members have no objections to the offer of appointment occurs before an offer of appointment is made to him/her and these requirements will need to be complied with should members approve the above recommendations.

#### **4 FINANCIAL AND RISK CONSIDERATIONS**

- 4 The salary cost of these posts are contained within the 2018/19 budget.

(Approved by Ian Geary Head of Finance Resources and Accountancy.)

#### **5 COMMENTS OF THE COUNCIL SOLICITOR AND MONITORING OFFICER**

- 5.1 The Solicitor to the Council comments that the Council may generally appoint such staff as it considers necessary for the proper discharge of its functions on such reasonable terms and conditions, including remuneration, as the Council thinks fit.
- 5.2 The Council is separately required by the Local Government Acts to employ suitably qualified individuals as Head of Paid Service, Section 151 (Chief Finance Officer) and Monitoring Officer.
- 5.3 The Council's Staff Employment Procedure Rules at Part4J of the Constitution provides that the Chief Executive may make an interim appointment to a Chief Officer position for a period of up to 6 months. The Rules also provide for a notification process to ensure that the Leader and any other Cabinet Members have no objection to the offer of appointment which will need to be complied with.

(Approved by: Sandra Herbert Head of Litigation and Corporate Law for and on behalf of Jacqueline Harris-Baker Director of Law and Governance and Monitoring Officer.)

#### **6 HUMAN RESOURCES IMPACT**

- 6.1 The arrangements as outlined may be ended earlier by either the Council or the post holders by giving four weeks' notice on either side.
- 6.2 All other terms and conditions relating to the post holder's substantive post as Director of Finance, Investment and Risk remain in place.

(Approved by: Gillian Bevan, Head of HR Resources on behalf of Sue Moorman, Director of Human Resources)

## **7 EQUALITIES, ENVIRONMENTAL, CRIME AND DISORDER IMPACT**

- 7.1 There are no direct considerations arising from this report.

## **8 REASONS FOR RECOMMENDATIONS/PROPOSED DECISION**

- 8.1 The Council is required by law to secure the proper administration of their financial affairs and appoint one of its officers as Chief Financial Officer and Section 151 Officer who is responsible for the financial administration of the Council.

## **9 OPTIONS CONSIDERED AND REJECTED**

- 9.1 The Council must have in place an appropriately qualified officer appointed to the position of Chief Finance Officer and Section 151 Officer. The review of the Resources Directorate is not yet complete and the Chief Executive is not yet able to recommend a permanent appointment to either this position or that of Executive Director of Resources.

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**CONTACT OFFICER:** Sue Moorman, Director of Human Resources

**BACKGROUND DOCUMENTS:** Job descriptions

## Croydon Council

### For General Release

<b>DRAFT REPORT TO:</b>	<b>FULL COUNCIL</b> <b>28th January 2019</b>
<b>SUBJECT:</b>	<b>Annual report of the Health and Wellbeing Board</b> <b>2017/18</b>
<b>LEAD OFFICER:</b>	<b>Guy Van Dichele</b> <b>Executive Director, Health, Well-being and Adults</b>
<b>LEAD MEMBER:</b>	<b>Councillor Louisa Woodley</b> <b>Chair, Croydon Health and Wellbeing Board</b>
<b>WARDS</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT</b>	The constitutional requirement that Council receive and consider the annual report of the Health and Wellbeing Board.
<b>AMBITIOUS FOR CROYDON</b>	The Council is committed to work with its partners to improve the health and wellbeing of residents and visitors to Croydon in order to reduce inequality, contribute to community cohesion, and make Croydon a better place to live work and play.

#### 1. RECOMMENDATION

- 1.1 Council is asked to receive and consider the annual report of the Croydon Health and Wellbeing Board 2017/18

## 2 EXECUTIVE SUMMARY

- 2.1 This report summarises the work undertaken by Croydon health and wellbeing board during the fifth year of its operation. The Board was established on 1 April 2013 as a committee of Croydon Council. A shadow health and wellbeing board had been operating for the two preceding years.
- 2.2 The report sets out the core functions of the Board and gives examples of how the Board has discharged those functions. It also describes how board development have been taken forward.
- 2.3 Examples of key achievements of the Board are described, including the encouragement of greater integration and partnership working, tackling health inequalities, and increasing focus on prevention of ill health.
- 2.4 The Board was reconstituted in June 2017 following a review of the terms of



reference and membership with a view to increasing its role and profile in the local health and social care system and its key role in reducing health inequalities in Croydon.

- 2.5 During 2017/18 the Board had 3 different Chairs following role changes and the local election. Cllr Manju Shahul-Hameed September 2017-February 2018, Cllr Maggie Mansell February 2018 – June 2018, Cllr Louisa Woodley June 2018 – present.
- 2.6 Cllr Louisa Woodley took over the Chair with the first meeting of the present Board on 20<sup>th</sup> June 2018
- 2.7 The Board agreed following its reconstitution in June 2017 to focus on 3 overarching goals;
  - Reducing health inequalities
  - Increasing focus on prevention
  - Progressing integration and devolution

### 3 DETAIL

- 3.1 The Health and Social Care Act 2012 created statutory health and wellbeing boards as committees of the local authority. Their purpose, as set out in the Act, is 'to secure better health and wellbeing outcomes for the whole population, better quality of care for all patients and care users, and better value for the taxpayer'. Part 4L of the Council's Constitution provides that, among other matters, the purpose of the health and wellbeing board is to 'advance the health and wellbeing of the people in its area'. The core functions of the Board are:

- *To encourage, for the purpose of advancing the health and wellbeing of people in Croydon, persons who arrange for the provision of any health or social care services in Croydon to work in an integrated manner.*

- *To provide such advice, assistance or other support as appropriate for the purpose of encouraging partnership arrangements under section 75 of the National Health Service Act 2006 between the Council and NHS bodies in connection with the provision of health and social care services.*

- *To encourage persons who arrange for the provision of health-related services (i.e. services which are not health or social care services but which may have an effect on the health of individuals) to work closely with the Board and with persons providing health and social care services.*

- *To exercise the functions of the Council and its partner Clinical Commissioning Groups in preparing a joint strategic needs assessment under section 116 of the Local Government and Public Involvement in Health Act 2007 and a joint health and wellbeing strategy under section 116A of that Act.*

- *To give the Council the opinion of the Board on whether the Council is discharging its duty to have regard to the joint strategic needs assessment and joint health and wellbeing strategy in discharging the Council's functions.*

- *To exercise such other Council functions which are delegated to the Board under the Constitution*

#### **.Reducing Health Inequalities**

- 3.2 Examples of how the Health and Wellbeing Board has taken forward its priority to reduce health inequalities are set out below.

#### ***Dementia Friendly Borough***

- 3.3 Following a Board workshop on dementia in 2017 the Board decided to actively support the development of the local Croydon Dementia Action Alliance (CDAA), established in 2016, through member support and the development of a council role to help facilitate the CDAA and establish wider social inclusion work.
- 3.4 The CDAA has just been awarded 'Working towards Dementia Friendly 18/19' status, the highest accolade awarded by the Alzheimer's Society, one year ahead of schedule.
- 3.5 With a wide range of organisations spanning the borough including the council,

emergency services, health, private sector and charities, the Croydon Dementia Action Alliance is very active. The Council alone has made more than 1,000 dementia friends and mandatory dementia sessions will shortly be rolled out to all staff. With more than 400 dementia friendly officers, the Met Police have plans for new recruits to attend a session as well. The three pillars of a dementia friendly society, people, place and process are being developed and underpin the wider work of the CDAA.

### ***Mayor of London's Health Inequalities Strategy***

- 3.6 In December 2017 the Health and Wellbeing Board responded on behalf of Croydon Council to the London Mayor's Health Inequalities Strategy. The Mayor's draft strategy had 5 main aims: Healthy Children, Healthy Minds, Healthy Places, Healthy Communities, and Healthy Habits.
- 3.7 In the response to the Strategy we encouraged the Mayor to:
- exert his influence in lobbying for national policy changes where there are implications for health inequalities
  - routinely consider the needs of groups that are at higher risk of health inequalities, such as Unaccompanied Asylum Seeking Children, travellers, and carers; including emphasis on young and ageing carers
  - include specific targets for each of the objectives to support evaluation, show progress, and define what success would look like
  - use the new health devolution deal for London to be used as a vehicle to support local communities such as Croydon to reduce health inequalities

### **Increasing focus on Prevention**

- 3.8 Croydon has an increasing population with a range of health and social care needs, significant inequalities and dwindling resources to address these challenges. Croydon needs to look at different ways of integrating health and social care to optimise all resources across the whole system.
- 3.9 A core part of this has to be about shifting the action, across all areas, on prevention;
- Primary Prevention – aims to prevent disease or injury before it ever occurs. This is done by preventing exposures to hazards that cause disease or injury, altering unhealthy or unsafe behaviours that can lead to disease or injury, and increasing resistance to disease or injury should exposure occur.
  - Secondary prevention – aims to reduce the impact of a disease or injury that has already occurred. This is done by detecting and treating disease or injury as soon as possible to halt or slow its progress, encouraging personal strategies to prevent reinjury or recurrence, and implementing programmes to return people to their original health and function to prevent long-term problems.

- Tertiary prevention – aims to soften the impact of an ongoing illness or injury that has lasting effects. This is done by helping people manage long-term, often-complex health problems and injuries (e.g. chronic diseases, permanent impairments) in order to improve as much as possible their ability to function, their quality of life and their life expectancy which is directed at managing and rehabilitating persons with diagnosed health conditions to reduce complication.
- 3.10 It should be noted that there is also a less well known “Quaternary prevention” which is the set of health activities to mitigate or avoid consequences of unnecessary or excessive intervention of the health system.
- 3.11 Examples of how the Health and Wellbeing Board has taken forward its priority of increasing focus on prevention are set out below.

### ***Food Flagship and Healthy Weight Action Plan***

- 3.12 The Health and Wellbeing Board has supported the highly successful Food Flagship programme delivering community and school based food initiatives improving the quality of food available and sharing understanding of how diet impacts health and developing practical cooking and food growing skills amongst Croydon residents and school children. Over two years, the programme reached thousands of school children and their communities, and delivered significant successes with all projects achieving, and in some cases exceeding targets. More children, families and residents know how to grow and cook good food and understand the importance of a good diet in staying healthy. Many of the changes are now business as usual and several of the projects have sparked further developments.
- 3.13 Building on the success of the Food Flagship Programme, the Healthy Weight Action Plan for Children and Young People in Croydon was developed and signed off at the Health and Wellbeing Board in October 2017. This is a multi-agency plan to promote an environment that enables children, young people and their families to eat well, be physically active and maintain a healthy weight.
- 3.14 The plan has 3 priorities:
- Sugar: To become a Sugar Smart Borough and sign the Local Government Declaration on Sugar Reduction and Healthier Food
  - Integration and Targeting: To integrate information and services into a single interactive pathway for residents and health professionals. To target support at those with greater need.
  - Engage with physical activity: Engage residents and the community to promote physical activity in parks and open spaces. Roll out the Daily Mile in schools and Early Years settings. Implementation of the plan is overseen by a multi-agency Healthy Weight Alliance

### ***The Woodley Review***

- 3.15 The Woodley review of mental health services was launched in late 2016 to assess progress against Croydon's mental health strategy (2014-19) and identify trends in inequalities. The findings and recommendations were discussed and recommendations developed into actions at a Health and Wellbeing Workshop in September 2017 and the review reported to Cabinet in December 2017.
- 3.16 Key recommendations from the review were centred on realigning and sharpening the governance structures for mental health commissioning and delivery as well as the importance of engaging the community in development of the Croydon mental health offer particularly with the BAME community.
- 3.17 Following these recommendations the Mental Health Programme Board has been adapted and the recommendations have been used to inform the Mental Health transformation work being overseen by this board including a shift towards more community centred offer, increased shift towards supporting mental wellbeing as well as treating mental ill-health and a shift towards prevention.

### **Progressing Integration and Devolution**

- 3.18 Examples of how the Health and Wellbeing Board has taken forward its priority of increasing focus on integration and devolution are set out below.

### ***Croydon Health Summit 2018***

- 3.19 On the 7<sup>th</sup> of March 2018 Croydon Health and Wellbeing Board held the inaugural Croydon Health Summit. This was an afternoon of speeches and debate hosted by the Chair of the Health and Wellbeing Board. The Leader of the council outlined the vision for the borough with wider cross-sector collaboration, increasing focus on prevention and integration as a matter of course. The afternoon included speakers from across the political spectrum with The Rt. Hon. Stephen Dorrell, former Secretary of State for Health and Steve Reed MP providing the wider context for Croydon's journey.
- 3.20 In March 2019 the Health and Wellbeing Board plans to follow this with a wider community focussed on the theme of prevention

### ***One Croydon***

- 3.21 The Health and Wellbeing Board has regular updates from One Croydon Alliance facilitating regular public discussion of its development.
- 3.22 The One Croydon Alliance integrates health and social care with the aim of working together to help people live the life they want, and achieve a sustainable health and social care system. The One Croydon Alliance agreed to extend the agreement to March 2027 earlier this year and work towards extending the scope, following demonstration of positive impact on outcomes and success indicators.
- 3.23 The Alliance has developed an original transformation plan at the point of extension and the emerging One Croydon Health & Care Transformation Plan

supporting the joint health and wellbeing strategy objectives named in section 1.7 above. The four new strategic priorities in the draft plan align well, being:

- Improve Quality of Life
- Enable a better start in life
- Improve wider determinants of health and wellbeing
- Integrate Health and Social Care

3.24 Both the Clinical Commissioning Group and NHS Provider Trusts are enabling delivery of the NHS five year forward view ambition to integrate care through their membership of the Alliance, which allows them to manage a 'system' of care, transform services and focus on outcomes.

3.25 The Alliance enables Croydon Council to fulfil its duties in the Care Act 2014 to promote the integration of care and support services with health services. As a member of the Alliance the Council is promoting strategic integration, modelling the behaviours needed to achieve integration, and with fellow members of the Alliance has successfully implemented new integrated service models delivering more seamless care through integrated community networks and effective reablement services.

### ***Local Strategic Partnership***

3.26 The Health and Wellbeing Board has supported the review of the Local Strategic Partnership. The Board is working with the Local Strategic Partnership to support co-ordination across the Partnership Boards and is reviewing the governance structures and sub-boards to develop a more cohesive partnership.

3.27 The sub-boards and their governance structures are an important part of an integrated system and the Board is reviewing these to establish integration as a default across the system through interdependent partnerships.

3.28 The Board, along with other LSP boards, has developed 3 children's priorities that feed in to the Local Strategic Partnership Youth plan. These 3 priorities are:

1. **First 1000 days** – *to focus on the first 1,000 days from conception to 2 years, including improving childhood immunisations*
2. **Mental Wellbeing** – *To improve services for children and young people across the whole pathway from promoting resilience and prevention through to crisis support, including a strong focus on vulnerable adolescents*
3. **Healthy Weight** – *To create an environment that enables children and families to reach and maintain a healthy weight*

3.29 The Board held a workshop on the 5<sup>th</sup> December to develop the action plans to deliver these priorities.

### ***Joint strategic needs assessment and the joint health and wellbeing strategy***

3.30 The Health and Social Care Act 2012 amended section 116 of the Local Government and Public Involvement in Health Act 2007 to require local authorities and their partner CCGs to prepare joint strategic needs assessments (JSNAs). The Act also inserted new sections, 116A and 116B, into the 2007 Act. New section 116A requires that local authorities and their partner CCGs develop joint health and wellbeing strategies (JHWSs) for meeting the needs identified in JSNAs. New section 116B requires local authorities, NHS England (in relation to its local commissioning responsibilities) and CCGs to have regard to relevant JSNAs and JHWSs when carrying out their functions.

3.31 In February 2017 the Board agreed to a new process for producing the JSNA. This involves: retention of a key dataset to enable the health and wellbeing board and stakeholder organisations to have an overview of health and wellbeing needs in the borough; commissioner led process for identifying and conducting topic based needs assessment; a more rapid turnaround of needs assessments and a wider range of JSNA 'briefings' rather than a small number of detailed needs assessment.

3.32 Evidence from the JSNA forms the basis for selecting priorities for Croydon's joint health and wellbeing strategy. The Board has signed off in principle the refreshed Croydon health and wellbeing strategy with the following 8 priority areas:

1. A Better Start in Life
2. Strong, engaged, inclusive and well connected communities
3. Housing and environment enable all people of Croydon to be healthy
4. Mental wellbeing and good mental health are seen as a driver of health
5. A strong local economy with quality, local jobs
6. Get more people more active, more often
7. A stronger focus on prevention
8. The right people, in the right place, at the right time

### ***Exercise of functions having regard to the JSNA and joint health and wellbeing strategy***

#### ***Review of commissioning intentions and plans 2019/2020***

3.33 Clinical Commissioning Groups, NHS England and local authorities have a duty under the Health and Social Care Act 2012 to have regard to relevant joint strategic needs assessments (JSNAs) and joint health and wellbeing strategies (JHWSs) in the exercise of relevant functions, including commissioning. In terms



of the alignment of commissioning plans with the joint health and wellbeing strategy, the health and wellbeing board has the power to give its opinion to the local authority which established it on whether the authority is discharging its duty to have regard to relevant JSNAs and JHWSs. Furthermore, CCGs have a duty to involve the Board in preparing or significantly revising their commissioning plan – including consulting it on whether the plan has taken proper account of the JHWS. The health and wellbeing board has a duty to provide opinion on whether the CCG's commissioning plan has taken proper account of JHWS and has the power to provide NHS England with that opinion on the commissioning plan.

- 3.34 On 24th October 2018 the Board considered reports detailing how the commissioning intentions for the CCG and council (both on a single and joint basis) address the priorities identified in the joint health and wellbeing strategy 2013-18.

## **Other functions**

### ***Pharmaceutical Needs Assessment***

- 3.35 From 1st April 2013, every Health and Wellbeing Board in England has had a statutory responsibility to publish and keep up to date a statement of the needs for pharmaceutical services of the population in its area, referred to as a pharmaceutical needs assessment (PNA). The PNA informs NHS England's decisions on commissioning pharmaceutical services for the area

- 3.36 The NHS (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013 require each Health and Wellbeing Board to make a revised assessment as soon as is reasonably practicable after identifying changes to the need for pharmaceutical services which are of a significant extent

- 3.37 Every area is required to publish a refreshed PNA document within 3 years. Croydon, in line with national regulations, published its first PNA by 1<sup>st</sup> April 2015. In March 2018, the Director of Public Health and the Chair of the Health and Wellbeing Board, on behalf of the Health and Wellbeing Board, signed off Croydon's second PNA and this was subsequently published. A supplementary statement providing an update on changes in the availability of pharmaceutical services in Croydon followed. The Health and Wellbeing Board received the completed PNA on 20<sup>th</sup> June 2018

- 3.38 The PNA includes:

- A list of pharmacies in the area and the services they currently provide, including dispensing, health advice and promotion, flu vaccination, medicines reviews and local public health services, such as sexual health services.
- Relevant maps of providers of pharmaceutical services in the area.
- Services in neighbouring areas that might affect the need for pharmaceutical services locally.
- Potential gaps in provision that could be met by providing more pharmacy services, or through opening more pharmacies, and likely future needs.

## Board development

Collectively, health and wellbeing board members need to be confident in their system wide strategic leadership role, have the capability to deliver transformational change through the development of effective strategies to drive the successful commissioning and provision of services and be able to create improvements in the health and wellbeing of the local community.

- 3.39 In June 2017 the Board was reconstituted with terms of reference and membership of the Board reviewed. Membership was streamlined from 28 members to 13. The first meeting of the Board under a new chair and revised constitution was September 2017.
- 3.40 The Board comprises of the following members:
- 5 Majority Group Members (voting) such members to include the Cabinet Member for Families Health and Social Care and the Cabinet Member for Children, Young People and Learning ,
  - 2 Minority Group Members (voting),
  - The Executive Director People (non-voting),
  - The Director of Public Health (non-voting),
  - 1 Croydon Clinical Commissioning Group (CCG) Representative (voting),
  - The Croydon Health Services NHS Trust Chair (non-voting),
  - 1 Healthwatch Croydon Representative (voting)
  - 1 South London & Maudsley NHS Foundation Trust representative (non-voting)
  - 1 Croydon Voluntary Action representative (non-voting)
- 3.41 The revised constitution contains a new function 'to encourage persons who arrange for the provision of health-related services (i.e. services which are not health or social care services but which may have an effect on the health of individuals) to work closely with the Board and with persons providing health and social care services
- 3.42 The work of the Board is supported by a small executive group. Membership of the executive group comprises the Chair and the Vice Chair of the Board (the CCG's Chief Operating Officer), the council's Executive Director of Health, Wellbeing and Adults, Executive Director of Children, and the Director of Public Health, and the chief executive of Healthwatch Croydon.
- 3.43 Work was undertaken on a self-assessment exercise prior to the Board reconstitution which informed the broader Local Strategic Partnership review. Any changes to governance will be made in line with recommendations from the Local Strategic Partnership review. Work on promoting integration has been taken forward through the core Board work programme with a wide range of service areas considered. Areas identified for further work in 2018 include reviewing governance and improving stakeholder and community engagement.
- 3.44 The Board has sought input and engagement from members of the public in its meetings and broader work, including within the partnership groups accountable to the Board. Board meetings have dedicated time for public questions submitted in advance.
- 3.45 The Board is developing its work plan following the development of the health

and wellbeing strategy refresh to ensure it aligns with the priorities set out within the strategy.

- 3.46 The health and wellbeing board, as a committee of the council, has a statutory duty to promote equality as set out in the Equality Act 2010. As with other council committees, proposals coming to the Board require equality analysis if these involve a big change to a service or a small change that affects a lot of people. Guidance on equality analysis has been provided by the council's equalities team.

#### **4. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS**

- 4.1 There are no direct financial implications arising from this report

(Approved by: *[Lisa Taylor, Director of Finance, Investment and Risk]*)

#### **5. COMMENTS OF THE COUNCIL SOLICITOR AND MONITORING OFFICER**

The Solicitor to the Council comments that the Health and Wellbeing Board is required to prepare an annual report to full Council for consideration and comment. There are no additional legal considerations arising from the recommendations within this report.

Approved by: Sandra Herbert Head of Litigation and Corporate Law for and on behalf of Jacqueline Harris-Baker, Director of Law and Governance, Council Solicitor and Monitoring Officer.

#### **6. HUMAN RESOURCES IMPACT**

- 6.1 There are no Human resources impacts from this report  
(Approved by: *Deborah Calliste* on behalf of the Director of Human Resources)

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**CONTACT OFFICER:** Dr Jack Bedeman, Consultant in Public Health  
[jack.bedeman@croydon.gov.uk](mailto:jack.bedeman@croydon.gov.uk)  
020 8726 6000 x18368

#### **SUPPORTING DOCUMENTS**

The joint strategic needs assessment can be accessed [here](#)

**The joint health and wellbeing strategy 2013-18 can be accessed [here](#)**

The Pharmaceutical Needs Assessment 2018 can be accessed [here](#)

Minutes of the cabinet meeting of 11 March 2013 agreeing the proposal to establish a health and wellbeing board (item A44/13) can be accessed [here](#)

**BACKGROUND DOCUMENTS:** None

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<b>REPORT TO:</b>	<b>COUNCIL</b> <b>28 January 2019</b>
<b>SUBJECT:</b>	<b>RECOMMENDATIONS OF CABINET OR COMMITTEES REFERRED TO THE COUNCIL FOR DECISION</b>
<b>LEAD OFFICER:</b>	<b>Jacqueline Harris Baker, Director of Law and Governance</b>
<b>WARDS:</b>	<b>ALL</b>
<b>CORPORATE PRIORITY/POLICY CONTEXT:</b> <p>The Recommendations of Cabinet or Committees referred to the Council for decision report is prepared in accordance with the Council Procedure Rules at Part 4A of the Constitution.</p>	

## **1. RECOMMENDATION FROM THE ETHICS COMMITTEE HELD ON 18 October 2018**

Council is asked to approve the following recommendations from the Ethics Committee meeting held on 18 October 2018:

### **Assessment Criteria for reviewing complains against Councillors**

- 1.1. Amend the Assessment Criteria as set out in Appendix 1 to this report for the reasons set out within the body of the report.

## **2. RECOMMENDATIONS FROM CABINET HELD ON 21 January 2019**

Subject to decision at the Cabinet meeting to be held on 21 January 2019, the Council is expected to be asked to approve the following recommendations (as set Appendix 2):

### **Education Estates Strategy**

- 2.1. To approve the proposed changes to the admission arrangements for the 2020/21 academic year (Appendix 2a - *Consultation outcomes report*):
  - 2.1.1. Acceptance of first preference offers as part of the coordinated admission arrangements;
  - 2.1.2. Pan-London primary and secondary coordinated admissions schemes and post offer process (main rounds of admissions); and
  - 2.1.3. The processing of overseas applications for admission to school within the normal admissions rounds (excluding Crown servants).
- 2.2. To approve the proposed Community schools Admission Arrangements for the 2020/21 academic year (Appendix 2b):
  - 2.2.1. adoption of the proposed Pan London scheme for co-ordination of admissions to Reception and Junior schools (Appendix 2c); and
  - 2.2.2. adoption of the proposed Pan London scheme for co-ordination of admissions to secondary schools (Appendix 2d).

## 2. EXECUTIVE SUMMARY

2.1. The Recommendations of Cabinet and Committees referred to the Council for decision report comprises of matters of business formally undertaken by the Leader and Cabinet as well as Committees since the last ordinary meeting of the Council that require Full Council approval.

## 3. BACKGROUND

- 3.1. Part 4A of the Constitution requires that Cabinet and Committees include any recommendations that it has made to Council within this report.
- 3.2. These rules do not apply to any recommendations contained in the Annual Report of the Scrutiny and Overview Committee.
- 3.3. The Leader or Chair of the Committee making the recommendation may exercise a right to introduce the recommendation; in so doing the Leader or Chair of the Committee shall speak for a maximum of 3 minutes.
- 3.4. The recommendation shall be seconded without any further speakers and if not deferred for debate shall immediately be put to the vote.
- 3.5. Any Member supported by a seconder, may ask that a recommendation be deferred for debate and the recommendation shall immediately stand deferred.
- 3.6. In the event that any Cabinet or Committee recommendations have not been reached when the time limit for the meeting has expired, those recommendations shall immediately be put to the vote without further debate.
- 3.7. Attached at **Appendix 1** is the **Assessment Criteria** report containing the recommendations of the **Ethics Committee** referred to Full Council for Decision.
- 3.8. Attached at **Appendix 2** is the **Education Estates Strategy** report to be considered at the **Cabinet** meeting to be held on 21 January 2019 detailing the recommendations regarding Admissions Arrangements for the 2020/21 academic year. The relevant appendices to this report are also included. These are Appendices 2a, 2b, 2c and 2d (which are referred to in the covering report to Cabinet as Appendices 4, 4a, 4b and 4c).

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<b>CONTACT OFFICER:</b>	Annette Wiles, Senior Democratic Services and Governance Officer – Council & Regulatory Ext. 64877
<b>APPENDIX 1:</b>	Amendments to Assessment Criteria for reviewing complaints against Councillors
<b>APPENDIX 2:</b>	Report to Cabinet on the Education Estates Strategy
<b>APPENDIX 2a:</b>	Consultation outcomes report (referred to as Appendix 4 in the Cabinet report)
<b>APPENDIX 2b:</b>	Proposed Community Schools Admission Arrangements (referred to as Appendix 4a in the Cabinet report)

**APPENDIX 2c:** Pan-London Co-ordinated Admission System –  
Reception/Junior (referred to as Appendix 4b in the Cabinet  
report)

**APPENDIX 2d:** Pan-London Co-ordinated Admission System – Year 7  
(referred to as Appendix 4c in the Cabinet report)

**BACKGROUND DOCUMENTS:** None

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For General Release

<b>REPORT TO:</b>	<b>FULL COUNCIL 28 JANUARY 2019</b>
<b>AGENDA ITEM NO:</b>	
<b>SUBJECT:</b>	<b>ASSESSMENT CRITERIA: RECOMMENDATION OF THE ETHICS COMMITTEE REFERRED TO FULL COUNCIL FOR DECISION</b>
<b>LEAD OFFICER:</b>	<b>Jacqueline Harris-Baker, Director of Law and Governance, Council Solicitor and Monitoring Officer</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY/POLICY CONTEXT/AMBITIOUS FOR CROYDON:</b> Following consideration by Ethics Committee, full Council is recommended to consider the proposed amendments to the Assessment Criteria which form part of the ethics arrangements adopted by the Council under the provisions of the Localism Act 2011, such matters being reserved to Full Council.	
<b>FINANCIAL IMPACT</b> Implementation of the recommendations contained in this report shall be contained within existing budgets.	
<b>FORWARD PLAN KEY DECISION REFERENCE NO.: N/A</b>	

**1. RECOMMENDATIONS**

Council is asked to:

- 1.1 Amend the Assessment Criteria as set out in Appendix 1 to this report for the reasons set out within the body of the report.

**2. EXECUTIVE SUMMARY**

- 2.1 At its meeting of the 18 October 2018, the Ethics Committee received and considered a report regarding the ethics arrangements under the Localism Act 2011, including the assessment of Members' Complaints and undertook a review of the complaints process to assess whether it remained fit for purpose.

2.2 The Ethics Committee recommend changing the Assessment Criteria as set out in Appendix 1.

### **3. DETAIL**

3.1 The Localism Act 2011 (“the Act”) requires that the Council adopt a Code of Conduct and have in place arrangements under which allegations that a Member has failed to comply with that authority’s Code of Conduct can be investigated and decisions made on such allegations.

3.2 The 2011 Act requires local authorities to have mechanisms in place to investigate allegations that a Member has not complied with the Code of Conduct, and arrangements under which decisions on allegation may be made. (Pursuant to Sections 28(6) and (7) of the Localism Act 2011)

3.3 The Council’s Code of Conduct forms part of the Constitution, Part 5I, and can be accessed here:

<https://democracy.croydon.gov.uk/documents/s9027/Part%205I%20-%20Members%20Code%20of%20Conduct.pdf>

3.4 The initial stage of these arrangements under the Localism Act is the Assessment of Member complaints. Pursuant to the current arrangements any complaints which pertain to Members Conduct are made in the first instance to the Monitoring Officer.

3.5 The Monitoring Officer has authority to undertake an initial assessment of the complaint in accordance with the Assessment Criteria which have specifically been adopted for these purposes by the Council. The current Assessment Criteria can be accessed here:

<https://www.croydon.gov.uk/sites/default/files/articles/downloads/criteriacomplaints.pdf>

3.6 Following the review of the arrangements in place, the Ethics Committee indicated, in relation to Assessment Criteria 4, which provides a three month threshold within which complaints ought to be raised, that the Council should be seen to act reasonably and fairly in cases where there was a good reason for a complaint not having been made in the three months following any incident. The Committee also considered that the three month timeframe should not act as a barrier to the assessment of a complaint where there was good reason for the lateness of the complaint submission.

3.7 As a result, the Committee recommended that Assessment Criteria 4 be revised to allow the Monitoring Officer to assess such complaints where it was appropriate to do so. The Committee recommended that Assessment Criteria 4 be amended to read:

*“Where the period of time that has passed since the alleged conduct occurred is such that there would be little benefit in taking further action at the time of receipt*

*of the complaint for these purposes, it is considered that when the period of three months has elapsed since the alleged conduct occurred and no complaint has been received then this criterion will be likely to be engaged and the Monitoring Officer may consider that, in the circumstances of the case, it is appropriate to take no further action after the three month period”*

3.8 Accordingly, full Council is asked to amend the Assessment Criteria as recommended by the Ethics Committee. A copy of the updated Assessment Criteria incorporating the proposed new wording via tracked changes, is set out at Appendix 1.

3.9. For Members ease of reference, the minutes of the Ethics Committee can viewed via the link (see item 26/18). :

<https://democracy.croydon.gov.uk/documents/g1779/Printed%20minutes%2018th-Oct-2018%2018.30%20Ethics%20Committee.pdf?T=1>

#### **4. CONSULTATION**

4.1 The Ethics Committee has the role of considering the Code and the arrangements made under the Localism Act 2011 in respect of the Code and making recommendations to full Council in relation to any proposed updates to the Members’ Code of Conduct and the associated arrangements under the Act, as detailed earlier within this report.

#### **5. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS**

5.1 There are no financial implications arising from the recommendations within this report.

Approved by Ian Geary, Head of Finance, Resources & Accountancy on behalf of the Director of Finance, Investment & Risk.

#### **6. COMMENTS OF COUNCIL SOLICITOR AND MONITORING OFFICER**

6.1 The Council is required to adopt a Code of Conduct and the necessary arrangements and it is good practice for Members to consider and review the Code and those arrangements to assess whether or not they remain fit for purpose. The Ethics Committee has the role of considering the Code and the arrangements under the Localism Act and making recommendations to full Council in this regard, Members approval is accordingly sought in relation to the recommendations within this report on the basis of the Ethics Committee recommendations.

Approved by: Sandra Herbert Head of Litigation and corporate Law for and on behalf of Jacqueline Harris-Baker director of Law and Monitoring Officer.

#### **7. HUMAN RESOURCES IMPACT**

- 7.1 There are no HR implications arising from the recommendations within this report.

(Approved by: Gillian Bevan, Head of HR Resources on behalf of Sue Moorman, Director of Human Resources)

## **8. EQUALITIES, ENVIRONMENTAL AND CRIME AND DISORDER REDUCTION IMPACT**

- 8.1 There are no equalities, environmental or crime and disorder reduction impacts arising from the recommendations within this report.

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**CONTACT OFFICER:** Jacqueline Harris-Baker, Director of Law and Governance, Council Solicitor and Monitoring Officer (ext 62328)

**APPENDIX 1:** Assessment Criteria, updated.

**BACKGROUND DOCUMENTS:** None

**Croydon Council****Assessment Criteria: Code of Conduct complaints**

In considering complaints received that there has been a failure by a Member or co-opted member of the Council to comply with the Council's Code of Conduct, the Monitoring Officer shall have regard to the following factors in reaching a decision on whether a complaint is appropriate to refer for investigation. The criteria set out are not exhaustive and include but are not limited to the following:

1. Does the information pertain to an allegation regarding Disclosable Pecuniary Interests? If so, this is a matter for the Police and is not a matter in respect of which the Council will accept an allegation.
2. Where the complaint is about someone who is no longer a Member or co-opted Member of the Council, no further action will be taken.
3. Where the complaint has already been the subject of an investigation by other regulatory authorities and the Monitoring Officer considers that further action will not benefit the public interest, no further action will be taken.
4. Where the period of time that has passed since the alleged conduct occurred is such that there would be little benefit in taking further action at the time of receipt of the complaint. For these purposes, it is considered that where a period of three months has elapsed since the alleged conduct occurred and no complaint has been received then this criterion will be likely to be engaged and the Monitoring Officer may consider that, in the circumstances of the case, it is appropriate to take no further action after the three month period.
5. Where the complaint is not considered sufficiently serious to warrant further action, no further action will be taken.
6. Where the complaint appears to be simply malicious, politically motivated or tit-for-tat no further action will be taken.
7. Where the complaint appears to relate to the "rough and tumble of political debate" and pertains to conduct between Members or Members and co-opted Members rather than between Members and the public or Members and officers, no further action will be taken.
8. Where the information provided is insufficient to make a decision as to whether the complaint should be referred for investigation, unless or until further information is received, no further action will be taken on the complaint.

9. Having regard to the sanctions available to the Council and bearing in mind the public interest, including the public interest in ensuring that best use is made of public resources, it is not appropriate to refer the matter for an investigation.
10. Where the complaint indicates that there is a lack of understanding of the Code or the Council's procedures, policies or protocols, the issues may be dealt with by way of recommending and/or arranging training rather than referring the matter for an investigation.
11. Where the complaint relates to the manner in which formal Council meetings are conducted, this will not be a matter in respect of which an investigation is instituted.
12. Where the complaint is one person's word against another's with no independent impartial witness verification such that ascertaining the true facts of the complaint may prove improbable, it is unlikely that further action will be taken on the complaint.
13. In appropriate cases, the Monitoring Officer may seek to resolve the complaint informally without the need for investigation. Such informal resolution may involve, for example, a discussion with the Member or the Member offering an apology. In circumstances where informal resolution is offered by the Member and the complainant chooses not to accept this, the Monitoring Officer will take this into account in determining whether the complaint merits formal investigation and may decide that no further action will be taken in such circumstances.

Complainants should be aware that the decision of the Monitoring Officer to take no further action on a complaint is final and is not subject to an internal right of appeal or review. Complainants do, however, retain their rights to approach the Local Government Ombudsman or seek legal redress if they remain dissatisfied. The Local Government Ombudsman can be contacted on 0300 061 0614 or 0845 602 1983 or by writing to them: The Local Government Ombudsman, PO Box 4771, Coventry CV4 0EH

The assessment criteria set out above will be reviewed and amended as necessary and in light of local experience.

January 2019

## For General Release

<b>REPORT TO:</b>	<b>CABINET 21 JANUARY 2019</b>
<b>SUBJECT:</b>	<b>Education Estates Strategy</b>
<b>LEAD OFFICER:</b>	Robert Henderson - <b>Executive Director, Children, Families and Education</b> David Butler – <b>Director, Education and Youth Engagement</b> Denise Bushay - <b>Head of Service, School Place Planning and Admissions</b>
<b>CABINET MEMBER:</b>	Cllr Flemming, <b>Children, Young People and Learning</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY/POLICY CONTEXT/AMBITIOUS FOR CROYDON:</b> Corporate Plan 2018 - 2022 The recommendations in this report are in line with the new operating model – ‘getting the basics right for residents’ and will contribute to the delivery of the following key priority / outcome: ‘Our children and young people thrive and reach their full potential: <ul style="list-style-type: none"> <li>• Children and young people in Croydon are safe, healthy and happy, and aspire to be the best they can be</li> <li>• Every child and young person can access high quality education and youth facilities</li> <li>• Ensure there are high quality school places for Croydon’s increasing numbers of children and young people.</li> </ul>	
<b>FINANCIAL IMPACT</b> The overall cost of the Education Capital Programme is estimated at £53.515m over the period 2019/20 – 2021/22 as set out in Appendix 5a and includes the ESFA funded new special free school - Addington Valley Academy (on the Timebridge site). This project will be fully funded by the ESFA at a budget of £13.510m.	
<b>KEY DECISION REFERENCE NO.:</b> 0119CAB	

The Leader of the Council has delegated to the Cabinet the power to make the decisions set out in the recommendations below:

**1. RECOMMENDATIONS**

The Cabinet is recommended to:

**School Place Planning**

- 1.1 Note the review of mainstream school pupil projections undertaken and

submitted to the Department for Education (DfE) in July 2018 – available places vs SCAP18 forecasts – Appendix 1.

1.2 Early Years Provision

Note publication of the 2018 Childcare Sufficiency Assessment report – Appendix 2.

1.3 Alternative Provision / Pupil Referral Unit (PRU)

1.3.1 Note the intention that the Cabinet Member for Finance and Treasury in consultation with the Leader will approve the lease of land from John Ruskin College and to delegate authority to the Executive Director, Children, Families and Education to agree terms and sign the lease.

1.3.2 Note the entering in of a licence for refurbishment of the existing Cotelands PRU building at John Ruskin College.

Special Educational Needs and Disability

1.4 Agree the proposed Special Educational Needs and Disability (SEND) School Place Supply Strategy (at paragraph 3.44, Table 1) for the next 3 academic years – 2019/20 to 2021/22.

1.5 Consider the responses to statutory consultation and approve the proposed extension of the age range from 4 – 11 to 2 - 11 for Red Gates School from September 2019 – Appendix 3.

1.6 Note that the ESFA commissioned Croydon to lead on the delivery of the new special free school - Addington Valley Academy (Timebridge site) which will be fully funded by the ESFA at a budget of £13.510m (paragraphs 3.29-3.31).

1.7 Note update on the partnership with Croydon Further Education (FE) college to establish new local post 16 places in an SEN Centre of Excellence (paragraphs 3.32-3.33).

1.8 Note the continued planned expansion of secondary autism Enhanced Learning provision at Oasis Arena. (paragraph 3.34).

**School Admissions**

1.9 Agree to recommend to full Council the proposed changes to the admission arrangements for the 2020/21 academic year – Appendix 4 (*Consultation outcomes report*)

- Acceptance of first preference offers as part of the coordinated admission arrangements
- Pan-London primary and secondary coordinated admissions schemes and post offer process (main rounds of admissions)
- The processing of overseas applications for admission to school within the normal admissions rounds (excluding Crown servants)

1.10 Agree to recommend to full Council that it determine the proposed Community schools Admission Arrangements for the 2020/21 academic year (Appendix 4a),



- adoption of the proposed Pan London scheme for co-ordination of admissions to Reception and Junior schools – Appendix 4b; and
- adoption of the proposed Pan London scheme for co-ordination of admissions to secondary schools – Appendix 4c.

### **Capital Programme**

- 1.11 Approve the Capital Programme as set out in Appendix 5a.

### **School Maintenance and Compliance**

- 1.12 Note the detailed proposed Schools' Maintenance Plan for 2019/20 of £2m as set out in Appendix 5 and delegate authority to the Executive Director, Children, Families and Education to vary the plan to reflect actual prices and new urgent issues that may arise, including authorising spend against the allowance for emergency and reactive works. The Executive Director, Children, Families and Education shall report back to members in respect of any exercise of such authority.
- 1.13 Note progress made on fire safety works in Croydon community schools (paragraphs 5.17 – 5.21).

## **2. EXECUTIVE SUMMARY**

- 2.1 The Department for Education (DfE) is responsible for the policy and statutory framework and makes financial contributions to local authorities' costs in delivering school places. Local authorities are statutorily responsible for ensuring that there are sufficient school places, including early years and childcare places in their area. They are also required to co-ordinate the normal admissions round for primary and secondary schools in their area and ensure that school buildings meet the minimum standard.
- 2.2 This report sets out Croydon's strategic direction for three stages of education: Early Years, Primary and Secondary, including Pupil Referral Unit and Special Educational Needs and Disability. The Education Estates Strategy covers: School Place Planning; School Admissions; and Schools' Maintenance & Compliance.
- 2.3 The purpose of the report is to obtain Cabinet's approval for the recommendations/proposals and the associated budget.

### Early Years Provision

- 2.4 Local Authorities are required to 'report annually to elected council members on how they are meeting their duty to secure sufficient childcare, and make this report available and accessible to parents'. Croydon's Childcare Sufficiency Assessment 2018 report indicates that there are sufficient early years and childcare places for families. The Sufficiency Assessment report has been published and can be accessed via <https://www.croydon.gov.uk/community/childcare/cs-assessment>

and attached as Appendix 2.

### Primary and Secondary Education

- 2.5 Local authorities have a duty to ensure that sufficient schools are available for their area to provide primary and secondary education. Pupil projections for Croydon indicate sufficiency of school places borough-wide for the Primary and secondary educational phases for the next 3 years.

### Alternative Provision / Pupil Referral Unit (PRU)

- 2.6 The Council has a duty to make arrangements for the provision of suitable education at school or otherwise for each child of school age who for reasons of illness, exclusion or otherwise would not receive it unless such arrangements were made.

### *Lease of land from John Ruskin College*

- 2.7 The Council will be required to take a lease of the land from John Ruskin for the relocation of the Springboard Tuition Service with a 15 year term and thereafter 5 year mutual break clause. This lease will run co-terminus with the existing Cotelands lease which was already in place, expiring in 2104. Croydon will be responsible for paying an annual rent of £7,500 (increasing with CPI every five years) together with a service charge to cover grounds maintenance and statutory services, and other associated costs including utilities and business rates.
- The plan is to use a 2 phased approach for transferring pupils to the new location in January 2019 in the Cotelands building and new modular unit in April 2019. Cabinet is asked to agree the recommendation for the lease of land.

### 2.8 Special Educational Needs and Disability (SEND)

#### *Red Gates School*

- 2.9 Local authorities are required by legislation to secure early education places for three and four year olds, as well as disadvantaged two year olds, until the child reaches compulsory school age. During November 2018, Croydon consulted on a proposal to extend the age range (from 4 – 11 years to 2 – 11 years) of pupils at Red Gates School from September 2019.
- 2.10 The results of the consultation have been analysed and overall, of the total of 24 responses received a majority of respondents (71%) supported the proposed extension of the age range for Red Gates School. The proposed change will enable the school to provide specialist education for children with learning difficulties from 2 years old, supporting the Local Authority in meeting duties to provide an offer for 2, 3 and 4 year olds. A detailed consultation outcomes report, including the Council's response to issues is attached at Appendix 3. Cabinet is recommended to approve the proposal to extend the age range at Red Gates School.

### **School Admissions**

- 2.11 Proposed changes to Admission Arrangements for 2020/21 academic year  
The Council is statutorily responsible for ensuring that admission arrangements are compliant with the School Admissions Code, 2014. A key part of this is a requirement to determine the Admission Arrangements for its schools annually.

2.12 Within the statutory timeframe, Croydon council sought views of stakeholders on the following proposed changes to admission arrangements for community schools and the PAN-London coordinated admissions schemes for the 2020/21 academic year:

- Acceptance of first preference offers as part of the coordinated admission arrangements
- Pan-London primary and secondary coordinated schemes and post offer process (main rounds of admissions)
- The processing of overseas applications for admission to school within the normal admissions rounds (excluding Crown servants)

2.13 Overall we received a total of 96 responses:

- All respondents answered the question relating to acceptance of first preference, of which the majority (69%) support of the proposed change
- 69 respondents answered the question relating to removal from waiting list for higher preference, of which (68%) support the proposed change
- 65 respondents answered the question relating to processing of overseas applications, of which 46% do not support the proposed change, and 19% not sure.

A detailed consultation outcomes report is attached at Appendix 4.

2.14 Cabinet is asked to agree the proposed changes and to recommend that full Council determine the proposed Admission Arrangements:

- The proposed admission arrangements for Croydon community schools is attached at Appendix 4a
- The proposed Pan-London scheme for Co-ordination of Admissions to Reception and Junior is attached at Appendix 4b
- The proposed Pan-London Scheme for Co-ordination of Admissions to secondary schools is attached at Appendix 4c

### **Schools' Maintenance and Compliance**

2.15 The Council has a duty to ensure that its school buildings meet the minimum standard and premises are maintained so that: they are safe, warm and weather tight and provide a suitable learning environment.

#### Schools' Maintenance Plan

2.16 The Schools' Maintenance Plan (Appendix 5) contains the planned repairs and maintenance programme for two years (2019/20 – 2020/21). As part of the maintenance programme for 2019/20, updated condition surveys of the Council community schools will be undertaken to set the maintenance programme of these assets over the next 5 years. The outcomes of these surveys will then inform the programme of maintenance works between 2020 and 2025 including those that have already been identified.

2.17 As in previous years and as part of forward planning we are requesting an allowance of £2m for 2021/22, however this may change dependent on the outcomes of the new surveys.

2.18 Physical internal re-modelling works are required at Kenley Primary School and St Giles School to address safeguarding issues and operational requirements,

and the installation of a new kitchen at Elmwood Juniors School. These projects will be fully funded through underspend from the overall Education Capital programme budget.

### 3. DETAIL

#### **School Place Planning**

- 3.1 Under section 14 of the Education Act 1996, every local authority (LA) has a statutory duty to provide sufficient school places for all pupils in its area. This includes the planning and reviewing of school places, securing diversity and increasing opportunities for parental choice to ensure the needs of the community are met, as well as managing surplus places.
- 3.2 To fulfil its duties, Croydon forecasts the future demand for school places by splitting the borough into educational planning areas (based on groups of schools): six for the primary phase and two for the secondary phase to reflect reasonable travel distances. In conjunction with our regular review of the demand for school places, we commission the Greater London Authority School Roll Projection service to undertake an annual forecast of the number of pupils who will need a school place in the future. The forecasts of pupil numbers are also essential in providing the Department for Education (DfE) with information to support basic need capital allocations.
- 3.3 Available Places vs SCAP18 forecasts \_ (Appendix 1)  
Based on Croydon's recent School Capacity (SCAP) Survey and forecasts of pupil numbers submitted to the DfE in July 2018, our latest estimates suggest that there will be sufficient places in Croydon primary and secondary schools to accommodate children for the next 3 years. Currently, there is a higher level than necessary of spare capacity / surplus places in some of the primary school planning areas. We are currently working with the relevant schools to manage this spare capacity / surplus places.
- 3.4 Forecasting demand for school places  
In conjunction with our regular review of the demand for school places, we commission the Greater London Authority School Roll Projection service to undertake an annual forecast of the number of pupils who will need a school place in the future. These projections are used by the Council to inform its annual return (SCAP) to DfE for assessment of basic need allocation; and to develop strategies to make sure that the right number of places are in the right locations at the right time, which include either creating additional school places or removing places.
- 3.5 A variety of data sources are used to forecast future demand for places in the primary educational phase, such as, historical trends in admissions, current numbers on roll from the school census data and the historic birth rate. For the secondary educational phase, the main sources of data used are the current numbers on roll and historic trends in admissions from Year 6 in primary schools. Child yield – the likely number of pupils that will require an additional school place - from planned housing developments across the borough is also incorporated in our forecasts of future demand for school places.

### 3.6 School Places Supply Strategy

In discharging its duty for sufficiency of school places, the Council works in partnership with different education providers – Academy Trusts/Free Schools and Diocesan Authorities – to determine the need for places and to secure diversity in educational provision across the borough, taking into account parental choice. The need for additional school places is determined by assessing the capacity of existing schools and forecasting future demand for places.

- 3.7 The demand for school places is unevenly spread across the planning areas, with pressure in some areas and spare capacity in others. If the demand for school places increases, the Council can expand existing schools on a temporary or permanent basis, or new schools can be established through the free school presumption. If demand decreases, the number of places at existing schools can be reduced through an in-year variation of the schools' admission number via the Office for Schools' Adjudicator, Education and Skills Funding Agency or through consultation on the admission arrangements.

### 3.8 Changes in demand for school places

The growth in Croydon's population over the last decade has put pressure on primary school places, necessitating a huge expansion in capacity. Several new schools were opened and therefore additional places were provided to meet the growth in demand. There has been a 5% drop in birth rate in 2013 which has resulted in falling school rolls and a higher level than necessary of surplus places in some of the educational planning areas. It is advisable to have between a 5-10% surplus of places to deal with fluctuation in population, unexpected growth in demand, in-year applications and parental preference.

- 3.9 A large portion of funding received by schools is directly related to the number of pupils attending the school. Too many vacancies in schools mean that schools will not receive the maximum revenue possible. Therefore we are monitoring the admission numbers in schools with falling rolls and working with these schools to manage surplus places through variation of their Published Admission Number. .

- 3.10 Croydon has a diverse range of educational provision, as outlined below:

- A total of 88 primary schools, of which:
  - 29 are maintained / Community schools
  - 59 are non-maintained: 46 Academies, 2 Free Schools and 11 Voluntary Aided schools
- A total of 23 secondary non-maintained schools, of which:
  - 6 are Voluntary Aided schools
  - 16 are Academies
  - 2 Free schools

### **Early Years Provision**

- 3.11 Under the Childcare Act 2006 local authorities have a statutory duty to secure sufficient childcare for the needs of working parents/carers in their area. The Council's duties around inclusion birth to five are detailed in the

Children and Families Act 2014, (section 2 Childcare Act 2016)

- 3.12 Croydon has a rich and varied provision of funded early years places which work together to offer flexible packages of care for parents/carers. There are currently 9,950 day care places for pre-school children aged 0 to 4 years. This is comprised of 6,703 nursery places in private settings, 2,223 via school provision and 1,024 with childminders.
- 3.13 Croydon's performance in the Early Years Foundation Stage at age 5 has improved significantly from 2017 (70%) to 73% and is now above our statistical neighbours, (72%) the national average of 70% and in line with London (73%).
- 3.14 The Early Education and Childcare: Statutory Guidance for Local Authorities, sets out that the local authority should report annually to elected Council Members on how they are meeting their duty to secure sufficient childcare and make this report available and accessible to parents. Cabinet is asked to note Croydon's Childcare Sufficiency Assessment 2018 report can be accessed <https://www.croydon.gov.uk/community/childcare/cs-assessment> and is attached at Appendix 2.
- 3.15 The Early Years Sufficiency function has been transferred to the Education and Youth Engagement Directorate, Children, Families and Education Department as of 1 October 2018.

### **Alternative Provision / Pupil Referral Unit (PRU)**

- 3.17 Under Section 19 of the Education Act 1996 Local Authorities have a statutory duty to arrange suitable education for permanently excluded pupils and for pupils who – because of illness or other reasons – would not receive suitable education without such provision. Education outside of school, when it is arranged by Local Authorities or schools is called alternative provision. In such circumstance, pupils may be admitted to a Pupil Referral Unit (PRU).
- 3.18 Alternative provision for primary age pupils is provided by the Beckmead Family of Schools, which is Croydon's specialist Social Emotional and Mental Health (SEMH) provision.
- 3.19 Croydon has a single maintained PRU - Saffron Valley Collegiate (SVC) - which operates over five sites that provides places for secondary age pupils who have been permanently excluded from mainstream; have been offered places because they are considered being at risk of permanent exclusion; or who have been assessed as being emotionally based school refusers (EBSR).
- 3.20 The PRU provides places for secondary age pupils who have been permanently excluded from mainstream; have been offered places because they are considered being at risk of permanent exclusion; or who have been assessed as being emotionally based school refusers (EBSR).
- 3.21 The Council in conjunction with SVC have been working on a plan to reduce the number of sites from five to four by relocating and re-providing the Springboard Tuition Service at one of its four other sites from September 2018. However it has not been possible to meet the date due to various legal issues.

Cotelands PRU which is located within the boundary of John Ruskin College is being renovated to accommodate the increase of pupils which will be transferred to the new location, works are due for completion by 21 December 2018. The 2nd phase of the programme is the installation of a new modular building which will also be constructed within the boundary of John Ruskin College on an area of leased land. The required planning application has been submitted and awaiting validation, practical completion is programmed for a April 2019.

### Lease of land from John Ruskin College

- 3.22 In July 2018, Cabinet agreed to the relocation of Springboard Tuition Service – Pupil Referral Unit - PRU - and delegated authority to the Interim Director, Children, Families and Education in consultation with the Director of Finance and Cabinet Member for Children, Young People and Learning to make decisions relating to capital funding required for the relocation. Cabinet agreed to commission the necessary works, subject to agreement from the site owner, including feasibility and design development; and capital funding for this relocation. The estimated cost was in the region of £500k.
- 3.23 The Council will be required to take a lease of the land from John Ruskin for the relocation of the Springboard Tuition Service for pupils of statutory school age who unable to access mainstream education. This lease will runs co-terminus with the existing lease for Cotelands PRU building, expiring in 2104. Croydon will be responsible for paying an annual rent of £7,500 (increasing with CPI every five years) together with a service charge to cover grounds maintenance and statutory services, and other associated costs including utilities and business rates. A break option of 15 year term and thereafter 5 year mutual break clause is mutually accepted, to provide flexibility should this service no longer be required in the future. An associated licence for alterations for enabling works at the existing Cotelands PRU is also required pursuant to the relocation
- 3.24 In addition to the estimated cost of £500k agreed by Cabinet in July 2018, we have now received confirmation of costs of £700k which include the purchase of the modular unit and associated surveys, design, contractor, Fittings, Furniture & Equipment and Information Communication Technology for both the refurbishment of the Cotelands building and erection of the new modular unit on the lease of land at John Ruskin College. The relocation of the Springboard Tuition Service to the Cotelands site at John Ruskin College will increase capacity enabling Saffron Valley Collegiate to have two cohorts of similarly vulnerable pupils on one site. This will reduce their operating costs over time. The relocation will also enable the premises previously utilised by Springboard to be used to provide much needed additional alternative provision places for primary age pupils.

### **Special Educational Needs and Disability (SEND)**

- 3.25 The Council as an education authority has specific duties in relation to provision of education for children with special educational needs (SEN). The main duties include: to identify whether a child for whom they are responsible has SEN; and to assess a child who in their opinion has SEN. If the assessment shows that it is necessary to make an EHCP: determining the child's needs and the

educational provision required and to ensure the specific provision set out in the Plan is provided. In addition, in carrying out its duties under Part 3 of the Children and Families Act 2014, local authorities must have regard to the importance of providing children and their parents and young people with the information and support necessary to participate in decisions.

- 3.26 Croydon's vision for young people with special educational needs and disabilities is that these young people are included within the community of Croydon and are given the same opportunities as others to access education to live fulfilled lives, gaining employment and living as independently as possible.
- 3.27 On 16<sup>th</sup> December 2018, the Education and Skills Funding Agency announced additional DSG high needs funding allocations across all local authorities for 2018-19 and 2019-20 to help local councils to manage pressures. They also announced additional Special Provision Capital Funding of £100m in 2019/20 (total value now £365m), to create more specialist places in mainstream schools, colleges and special schools. The specific amount for each LA will be published in due course.

### St Nicholas Special Primary School

- 3.28 Construction has begun on the existing school site in Summer 2018 to expand St Nicholas school by 2FE. The new purpose built building will encompass this expansion and the existing 2FE provision to create a new 4FE school. The new building is due to be completed in April 2020 and the demolition of the existing buildings on site and all external works are due to be completed by September 2020. In the interim and prior to completion, to accommodate demand for places at St Nicholas, temporary accommodation has been leased on the Canterbury Mills site. Twenty children joined two reception classes on this site in September 2018; it is intended that in September 2019 further children join new reception classes run from this site.

### Croydon new Special Free School

- 3.29 To meet increased demand for special school places for children with autism and learning difficulties (aged 2 -19) the Council successfully bid for capital funding from the Department for Education via the Education and Skills Funding Agency (ESFA) to develop a new free special school.
- 3.30 The ESFA commissioned Croydon to lead on the delivery of the new special free school - Addington Valley Academy – a budget of £13.51m has been agreed by the ESFA. The school will offer 150 places to children aged 2-19 years, with autism and learning difficulties, with the aim of providing a local pathway from the early years to adulthood. The proposed date for the first phase of the school to be opened is September 2020.
- 3.31 Croydon is currently working closely with the ESFA and the Orchard Hill College Academy Trust (the provider) on the feasibility study for the new school and are proposing to submit a planning application, with construction of the new school commencing in early summer 2019 ready for the school to be open in September 2020.



### SEN Post 16 Centre of Excellence

- 3.32 To provide a specialist further education pathway for young people with SEND and to improve outcomes for these young people, Croydon Council and Croydon FE College are working in partnership to take forward development of a post 16 SEN Centre of Excellence providing education pathways for young people with moderate/severe and profound and multiple learning difficulties. This will include a comprehensive specialist offer that provides Entry Level and accredited pathways to employment, volunteering, supported engagement and independence for Croydon young people in their community. Investment to adapt the existing Croydon College building to provide effective accommodation has been subject to feasibility, with a cost of £3.3m, the plan is for the provision 75 places from September 2022.

- 3.33 From 2019 Croydon Council and Croydon College are planning education provision for young people with complex SEN who are post 19 in temporary accommodation within the Croydon College estate.

### Enhanced Learning Provision

- 3.34 Croydon Council will maintain current Enhanced Learning Provision (ELP) places, implement agreements with providers and establish an effective programme for monitoring quality of education and outcomes for children. The Council will work with providers to provide an enhanced learning specialist offer which is underpinned by practitioners who are suitably qualified and has flexibility to provide for the fluctuating number of children for whom this is a suitable education pathway.

- 3.35 Consultation on proposal to extend the age range at Red Gates School  
Croydon consulted on the proposal to extend the age range of pupils at Red Gates School (from 4 – 11 years to 2 – 11 years of pupils) from September 2019. The statutory consultation took place from 1 November to 29 November 2018. Red Gates School is a maintained primary special school for boys and girls who have severe learning difficulties (SLD). The proposed change will involve transferring the management of the Willow Trees nursery class from Gilbert Scott Primary School to Red Gates School.

- 3.36 Extension of the age range will enable Red Gates School to provide specialist education for children with learning difficulties from 2 years old, supporting the Local Authority in meeting duties to provide a 2 year old and 3 and 4 year old offer.

- 3.37 Analysis of responses to the consultation

A consultation document, including a questionnaire was used as a basis of informing stakeholders, including parents/carers about the proposed change. A range of modes and methods of communication were used to inform and facilitate feedback from stakeholders e.g. Schools E-Bulletin; Email; Social Media and website. Stakeholders were given the opportunity to express their views in writing – via completion of questionnaire; email; and post.

- 3.38 Overall, a total of 24 responses were received regarding the proposed extension of the age range for Red Gates School. A detailed consultation

outcomes report, including the Council's response to issues raised is attached at Appendix 3. The majority of respondents support the proposed change. The results are:

- 71% in support of the proposed change
- 17% do not support the proposed change
- 8% not sure
- 4% were not affected/did not want to answer questions about the proposal

3.39 Respondents were mainly concerned about the following issues;.

- The negative impact the expansion of Red Gates School could have on Gilbert Scott Primary School.
  - An increase in traffic when there is already a large amount of vehicles on/near the site.
  - A lack of parking.
- Cabinet is asked to approved the proposal to extend the age range of pupils at Red Gates School

3.40 Special Provision Fund Allocation

Croydon's allocated special education provision fund is £968,855 annually; with a total of £2,906,565 being allocated by 2020/21. The allocation is based on projected population growth. The changing pattern of need and increased number of children at Red Gates School have led to a need to review the suitability of the buildings for provision of more personalized teaching and learning. The special education provision fund has been allocated to the feasibility and re-modelling of Red Gates School as a consequence. Architects are to be appointed to undertake the feasibility in January 2019.

3.41 Croydon's Dedicated Schools Grant High Needs Block was overspent at the end of the financial year 2017/18 by £5.7m attributable to increase in numbers of children with an EHCP and an over-reliance on independent school sector placements. The latter being principally due to insufficient local specialist education places. A key focus of the approach to application of the special provision fund will be invest to save.

3.42 The five year High Needs Block strategy identifies two key strands of development relevant to school place planning. Firstly the expansion of specialist education in local state-funded special schools and FE colleges to reduce reliance on the independent sector and increase local placement and secondly to increase placement in mainstream schools, with the right provision in place without the need for an EHC Plan whenever possible. The aim is to ensure that investment is focused on development of a coherent pathway that leads to increased numbers of young people with SEN engaged in employment and/or living independently with support in or near their local community. This strategy has been informed by the PPL Demand and Capacity Review (2017).

3.43 By way of further development and to inform financial and place planning the Council is reviewing the revenue funding of local state-funded specialist education placements. This work will include bench-marking against other Local Authorities



3.44 Table 1 – Proposed 3 year SEND school places supply strategy

*1FE (form of entry) for Special schools usually equates to one class of 8 pupils*

Academic Year 2019/20	Academic Year 2020/21
<p>Existing schools:</p> <ul style="list-style-type: none"> <li>• 1FE proposed permanent expansion of St Nicholas (age 4-11)</li> <li>• Feasibility and review of suitability of building for delivery of personalized education pathways at Red Gates Primary School</li> </ul> <p>Post 16 SEN provision to be developed in partnership with Croydon College on current site – dependent on outcome of capital bid. Proposed numbers from September 2018/19 – 15 post 19 places.</p> <ul style="list-style-type: none"> <li>• Review and upgrade of aspects of Priory site to ensure suitability of outdoor and indoor learning spaces for personalized education and safety of young people attending (i.e. perimeter fence); internal spaces</li> </ul> <p>Oasis Arena ELP additional 9 places</p> <ul style="list-style-type: none"> <li>• Enhancement of existing ASD ELP (e.g. Meridian) provision to ensure equity of offer.</li> <li>• Review suitability of secondary specialist arrangements – recommendations to education estates board on completion of the review of High Needs Top Up for specialist education.</li> <li>• Review early years specialist provision.</li> </ul>	<p>Proposed new Free Special School:</p> <ul style="list-style-type: none"> <li>• 150 places for boys and girls with Autism and Learning Difficulties (age 2-19) – proposed site Timebridge, Fieldway. Opening in September 2020 with 80 places increasing to 150 over the period up to Sept 2023</li> <li>• St Nicholas continued expansion X 2 classes each year for 6 years from 2020/21</li> <li>• Implementation of outcome of Red Gates and St Giles special school feasibility studies.</li> <li>• Post 16 SEN provision at Croydon FE College 75 from September 2020.</li> <li>• Review suitability and sufficiency of PMLD/physical disability places (e.g. St Giles) – equipment changes and arrangements for building storage etc.)</li> <li>• Review Alternative Provision</li> </ul>

## **4. School Admissions**

4.1 In line with the Schools Admission Code, 2014, Admission Authorities, including Local Authorities are responsible for ensuring that admission arrangements are compliant with the School Admissions Code. This includes consulting on proposed changes to admission arrangements annually and at least every 7 years where there have been no changes. In addition, Admission Authorities are required to determine their admission arrangements on an annual basis. The admission arrangements include the admission criteria (oversubscription criteria) - the priority order used to decide who to admit to a school if there are more applications than available school places.

4.2 The annual school admissions arrangements are part of the Council's policy framework and as such require determination by the full Council. The Council is required by statute and regulations to approve its admissions policies for the schools it is responsible for the 2020/21 academic year. Accordingly Cabinet is requested to recommend to full Council that it determine the proposed Admission Arrangements for Croydon's community schools for the 2020/21 academic year (Appendix 4a).

4.3 The Council is also responsible for having in place a scheme for coordinating admission arrangements. Croydon has participated in a Pan London arrangement for the Co-ordinated Admissions rounds for both primary and secondary applications for several years.

### Co-ordinated Scheme

4.4 The Co-ordinated Scheme is the process by which local authorities co-ordinate the distribution of offers of places for schools in their area. All local authorities are required to co-ordinate the normal admissions round for primary, junior and secondary schools in their area. Schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome.

4.5 Croydon has participated in a Pan London arrangement for the Co-ordinated Admissions rounds for both primary and secondary applications for several years. This arrangement allows all participating boroughs to exchange data and facilitate choice for parents by offering places across borough boundaries within the same parameters and timetable. The Cabinet is recommended to approve the arrangement for the 2020/21 academic year to allow this participation to continue - Appendix 4 b & 4c.

### Admission Authority

4.6 The Council is the Admission Authority for Community schools and is therefore responsible for determining the Admission Arrangements for these schools. Admission Arrangements must be determined annually for the next education year. The Admission Arrangements are part of Croydon's policy framework and must be determined by the full Council. Appendix 4a

Consultation on proposed Admission Arrangements for 2020/21 academic year

- 4.7 Admission Authorities are required to consult on their Admission Arrangements for a minimum of 6 weeks between 1 October 2018 and 31 January 2019. The Council consulted on its 2020/21 Admissions Arrangements for Community schools from 18 October 2018 to 06 December 2018. There are three proposed changes to the admission arrangements for the 2020/21 academic year:

**4.7.1 Acceptance of first preference offers as part of the coordinated admission arrangements**

All 96 respondents answered this question

Response	Number	% of respondents
Support	66	69%
Do not support	11	11%
Not sure	17	18%
Do not wish to answer/not affected	2	2%
<b>Total</b>	<b>96</b>	<b>100%</b>

**4.7.2 Pan-London primary and secondary coordinated schemes and post offer process (main rounds of admissions)**

69 of the 96 respondents answered this question.

Response	Number	% of respondents
Support	47	68%
Do not support	7	10%
Not sure	15	22%
Do not wish to answer/not affected	0	0%
<b>Total</b>	<b>69</b>	<b>100%</b>

**4.7.3. The processing of overseas applications for admission to school within the normal admissions rounds (excluding Crown servants)**

65 of the 96 respondents answered this question.

Response	Number	% of respondents
Support	19	29%
Do not support	30	46%
Not sure	12	19%
Do not wish to answer/not affected	4	6%
<b>Total</b>	<b>65</b>	<b>100%</b>

- 4.7.4 A detailed consultation outcomes report is attached at Appendix 4 – Consultation outcomes report – proposed changes to admission arrangements.

### 5. **Schools' Maintenance and Compliance**

- 5.1 School buildings are an important part of the Councils' assets. A school's premises comprise of the land and all the buildings provided for the school, including both permanent and temporary buildings and detached playing fields. The effective maintenance of school buildings is essential to support and enhance the delivery of education.
- 5.2 The Council has a duty to ensure that its school buildings meet the minimum standard and premises are maintained so that: they are safe, warm and weather tight and provide a suitable learning environment; emergencies are dealt with promptly and effectively; and the management and procurement of maintenance works is carried out efficiently. A key objective is to improve the condition and suitability of our buildings with a focused on urgent priorities to prevent the school from closing and disruption of pupils' education. The Schools Compliance and Maintenance Team works in partnership with the Capital Delivery for Homes and Schools Team to support clear decision making regarding ongoing repairs and maintenance activities, capital spending and wider property issues
- 5.3 The Council is responsible for the larger condition and maintenance works in maintained schools. Funding for repairs and maintenance is delegated to schools. The de minimis limit for the definition of capital in terms of what is the responsibility of schools is as follows:
- I. Nursery and PRUs £5k,
  - II. Primary and special schools £10k,
  - III. Secondary £25k
- 5.4 The condition of some of the education estate has improved due to investment in the refurbishment of the building fabric and maintenance / replacement of electrical and mechanical equipment. However, as school buildings age, they present age related issues and the cost of maintaining them is increasing steadily. In addition, some of the buildings are nearing the end of their lives and structural issues are beginning to emerge.
- 5.5 To enable the Council to determine its schools maintenance priorities, condition surveys have been carried out throughout the relevant school estates to determine the condition of the building and the equipment within each school. The nature of the building elements and its equipment is recorded and categorised by its state of repair and or its life expectancy.

#### Proposed Maintenance Plan

- 5.6 The proposed School's Maintenance Plan (Appendix 5) has been developed using information from condition surveys commissioned by the Council. These surveys are comprehensive and identify costed items across each school rated from A (good condition) to D (poor condition) as well as assessing the urgency of each (on a scale of 1 to 4, with 1 being the most urgent). As set out these

condition surveys are planned to be updated as part of the 2019/20 maintenance programme to ensure that we have the most up-to-date information to inform the programme of works.

- 5.7 Priority projects and reactive works include: boilers, heating, roof works, windows and electricals, gas leak repairs, replacement water tanks, remedial electrical works, structural works and fire safety.
- 5.8 All school buildings should facilitate education within a weather tight and safe environment and the purpose of the Councils School Maintenance plan is to achieve this. As school buildings are important long term assets, it is imperative to have a continuous, robust maintenance plan in place for every type of school building to ensure the health and safety of our children and supports educational performance.
- 5.9 Using TF Cloud, the works have been programmed according to the following criteria:
- D1 needs identification through condition surveys or further inspection. Urgent health and safety issues are items which could lead to school closure (predominantly roofing and heating works).
- 5.10 The proposed Schools' Maintenance Plan and associated budget is set out in Appendix 5. As in previous years £2m for forward planning for major maintenance work to be carried out in 2020/21 and 2021/22.

### Asbestos Management

- 5.11 It is extremely important that any asbestos present in Croydon schools is managed properly. Failure to follow the Control of Asbestos Regulations 2012 and any corrective measures may put the future health of staff, pupils and visitors at risk.
- 5.12 Where asbestos is present, the council take the following steps to manage the asbestos in our schools ensuring they have the following:
- Management survey of asbestos-containing materials (ACMs)
  - Assess the risks associated with ACMs.
  - A plan for managing asbestos.
  - Make sure staff and visitors know the risks and precautions they need to take.
  - Keep the management of asbestos under continuous review.
- 5.13 At the time of writing, based on these surveys as uploaded onto the Council's Asset Management database, (TF Cloud) there are D items over these limits to a total value of £4.367m awaiting attention of which £2.650m are in the most urgent category. Accordingly, given a limited budget, those works which actually reach the programme will inevitably be those which are likely to lead to school closure if not addressed. They include items such as heating, roofing and windows replacement.

### Reactive works



- 5.14 Plans will be put in place to use any of the provisions for emergency and reactive works that may be unspent in the final months of the financial year on smaller projects from the programme.
- 5.15 As in previous years, the programmes set out in this report are based on estimated costs and not tendered prices. The Executive Director, Children, Families and Education, should retain the delegated authority to vary the programme to reflect actual prices and new urgent issues that may arise, including authorising spend against the allowance for emergency and reactive works.

### Procurement

- 5.16 Once the updated programme has been agreed, the relevant schools concerned will be engaged in detail on the works in advance of final procurement. The procurement strategy will be set for each scheme ensuring best value for money and added social value.

### Fire Safety in Schools

- 5.17 The Regulatory Reform (Fire Safety) Order 2005 requires schools to undertake risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape. These will include ensuring procedures are in place to reduce the likelihood of fire, and maintenance of gas and electrical equipment.
- 5.18 In conjunction with the Council's Corporate Fire Safety strategy, we have commissioned a full fire safety audit in community schools to provide an overview of the fire safety, focusing on the management of fire safety and the condition of the building in terms of fire safety performance to allow a corporate response and strategy to be considered.
- 5.19 The main objectives of the audit are as follows:
- Establish the current Fire Safety measures implemented within LBC Schools.
  - Assess Fire Safety against industry regulations and standards
  - Identify any gaps in schools current Fire Safety
  - Recommend and prioritise corrective actions
  - Cost and programme improvement works
- 5.20 The review of all of the fire safety audits was concluded in October 2018 and identified both management requirements and measures to be undertaken by the school and physical works that need to be undertaken to the building fabric as part of the overall capital programme allowance. The programme of physical works has been broken down in to eight tranches with between 5-7 schools in each tranche. Tranche one has been completed, tranche two is due to commence on site in December 2018 with the remaining tranches to be completed by March 2020.
- 5.21 Due to the complexity of the work that is required to the building fabric the fire safety programme has slipped slightly from its original intended dates and this is reflected in a requirement to slip £1.3m of the original allocated capital

funding from 2018/19 to 2019/20.

## 6. CONSULTATION

6.1 Please see consultation outcome reports – Appendices 3 & 4.

## 7 FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

### 7.1 Revenue and Capital consequences of report recommendations

	Current Budget 2018/19	Medium Term Financial Strategy – 3 year forecast 2019/20	2020/21	2021/22
	£'000	£'000	£'000	£'000
<b>Capital Expenditure</b>				
<b>Primary School Places</b>				
-Permanent Expansion	10,751	1,019	508	400
-Bulges	2,003	600	336	
<b>Secondary School Places</b>	152			
SEN Places	11,152	26,084	11,681	473
Fire Safety	2,000	1,000		
Major Maintenance	3,653	2,000	2,000	2,000
Other Education Schemes	1,206	4,935	272	206
<b>Effect of decision from report (Total)</b>	<b>30,917</b>	<b>35,638</b>	<b>14,797</b>	<b>3,079</b>
<b>Funding sources</b>				
Sources of Funding				
School Condition Funding	3,653	2,000	2,000	2,000
Basic Needs		6,833		
ESFA Invest to Save S106	969	969	969	
ESFA – Addington Valley Academy		10,000	3,510	
Borrowing	26,295	15,236	8,318	1,079
<b>Total</b>	<b>30,917</b>	<b>35,638</b>	<b>14,797</b>	<b>3,079</b>

## APPENDIX 2

- 7.1.1 The table above details the Education Capital Programme for the current and future 3 financial years and the associated funding sources. A detailed breakdown of the projects can be found in Appendix 5a to this report. With a further detailed breakdown of the Schools' Maintenance Programme in Appendix 5.

Due to the nature of the programme it is likely that there will be slippage in the 2018/19 budget detailed above and this will be reported to Cabinet in July 2019 as part of the July Financial review report.

- 7.1.2 On the 16<sup>th</sup> December 2018 the Government announced additional funding of £100m for the Special Provision Capital Fund (total value now £365m), to create more specialist places in mainstream schools, colleges and special schools. The specific amount for each local authority is yet to be published.
- 7.1.3 The ESFA have commissioned Croydon to lead on the delivery of the new special free school - Addington Valley Academy (on Timebridge site). This project will be fully funded by the ESFA at a cost of £13.510m. Both the expenditure and funding for this project is detailed in the table above and the project is listed in Appendix 5a.

### **The effect of the decision**

- 7.2 The use of the free schools route to provide new school places within the borough in the future will result in a reduction in the requirements for future capital funding from the council as this will be funded by central government.

### **Risks**

- 7.3 Due to the nature of this programme there is a risk the projects may overspend and regular monitoring of all projects and the programme will be undertaken and reported to this Cabinet as part of the quarterly financial monitoring reports.
- 7.4 If the costs of Addington Valley Academy are greater than the funding allocated by the ESFA the additional costs will need to be funded by the Council.

### **Future savings/efficiencies**

- 7.5 If additional free school providers are interested in opening schools in Croydon, the cost to the Council could be reduced further in the future years. Also the Council's borrowing requirement may also be reduced if any further funding is allocated by the Department for Education. The fall in birth rate and associated demand for school places would however result in reduced demand and this would be monitored closely to make future savings.
- 7.6 The provision of more school places within the borough will result in a reduction in the need for young people to travel outside of the borough, which will result in financial savings to the SEND transport budget.

(Approved by: Lisa Taylor, Director of Finance, Investment and Risk and Deputy S151 Officer)

**8. COMMENTS OF THE COUNCIL SOLICITOR AND MONITORING OFFICER**

- 8.1 The Solicitor to the Council comments that there are no additional legal considerations arising from the Recommendations beyond those set out in the body of the Report.

Approved by: Sandra Herbert, Head of Corporate Litigation and Law, for and on behalf of Jacqueline Harris-Baker the Director of law and the Monitoring Officer.

**9. HUMAN RESOURCES IMPACT**

- 9.1 There are no direct HR implications arising from this report for Council employees. Any resultant future increases or changes in school staffing structures will be handled by the individual school governing body in accordance with their HR policies and procedures.

Approved by: Debbie Calliste, Head of HR for Health, Wellbeing and Adults, on behalf of the Director of Human Resources

**10. EQUALITIES IMPACT**

- 10.1 An equality analysis (Appendix 6) has been undertaken to help us to understand whether people with protected characteristics, as defined by the Equality Act 2010, will be disproportionately affected by the proposed changes and recommendations in the Education Estates Strategy report.
- 10.2 The proposed changes in this report will help the Council meet its statutory duty to provide sufficient school places for protected and non-protected groups. Croydon schools provide diverse educational provision in terms of type/category, size and educational sponsors. These include special schools, enhanced learning provisions at mainstream schools; and Academies /Free Schools. Pupils are allocated a school place based on the admissions criteria which aims to promote fair access to schools and are compliant with the School Admissions Code.
- 10.3 The proposed strategy is in line with the Council's Equality and Inclusion Policy and will enable the delivery of the following priorities:
- Make Croydon a place of opportunity and fairness by tackling inequality, disadvantage and exclusion.
  - Close gaps in educational attainment by working with local businesses and community groups to enable people of all ages to reach their full potential through access to quality schools and learning.
  - Work in partnership to lift people out of poverty by increasing employment opportunities across the borough ensuring local people have a pathway into employment, education and training.
- 10.4 The proposed strategy is consistent with the Council's general equality duty to have due regard to the need to eliminate unlawful conduct under the Equality Act 2010; to advance equality of opportunity and foster good relations between persons who share a protected characteristic and those who do not.

- 10.5 The equality analysis has found that the Education Estates strategy, including proposed changes and recommendations do not negatively impact on any protected group and that no major change is required as the strategy meets the general and specific equality duties.

### **11. ENVIRONMENTAL IMPACT**

- 11.1 N/A

### **12. CRIME AND DISORDER REDUCTION IMPACT**

- 12.1 N/A

### **13. REASONS FOR RECOMMENDATIONS/PROPOSED DECISION**

- 13.1 The recommendations of this report are set out to ensure that the Council is compliant with its statutory duties as an education authority:
- School Place Planning (s13-14 Education Act 1996) to promote high standards of education and fair access to education; secure sufficient primary and secondary education, including SEN to meet the needs of the population of its area
  - School Admissions (School Admission Code 2014) to determine the Admission Arrangements for its community schools annually
  - School Maintenance - school buildings meet the minimum standard and premises are maintained so that they provide a suitable learning environment.

### **14. OPTIONS CONSIDERED AND REJECTED**

- 14.1 There are no current plans to deliver any new/additional mainstream school places. Pupil place projections indicate that there is sufficiency of school places in the primary and secondary educational phases. Future demand for additional school places will be delivered through the free school route or an increase in existing schools' admission numbers.
- 14.2 A number of schools, including academies have reduced and/or proposed to reduce their admission number due to the disparity between the Published Admission Number and actual number on roll at the schools. The reduction will enable the schools to operate more efficiently and cost effectively.

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**CONTACT OFFICER:** [Denise Bushay, Head of School Place Planning, Admissions: 0208 604 7231]

### **APPENDICES TO THIS REPORT**

Appendix 1 – Available Places vs SCAP18 forecasts

Appendix 2 – Childcare Sufficiency Assessment

Appendix 3 – Consultation outcomes report – proposed extension of age range at Red

## **APPENDIX 2**

Gates School

Appendix 4 – Consultation outcomes report – proposed changes to admission arrangements

Appendix 4a – Proposed admission arrangements for Croydon's community schools

Appendix 4b – Proposed Pan London scheme for co-ordination of admissions to Reception and Junior

Appendix 4c - Proposed Pan London scheme for co-ordination of admissions to secondary schools

Appendix 5 – School Maintenance Plan

Appendix 5a - School Places - Capital Programme Budget Summary

Appendix 6 - Equality Impact Assessment

## PROPOSED ADMISSION ARRANGEMENTS FOR COMMUNITY SCHOOLS FOR THE 2020/21 ACADEMIC YEAR

### CONSULTATION OUTCOMES REPORT

#### 1. Introduction

- 1.1. The purpose of this report is to provide the Cabinet Member for Children, Young People & Learning with the outcomes from the formal consultation on the proposed changes to the Admissions Arrangements and the Pan-London primary and secondary coordinated admissions schemes for 2020/21.

#### 2. Background

- 2.1. The Council is the Admission Authority for Community schools and is therefore responsible for consulting on, determining and applying the admission arrangements for community schools
- 2.2. The Council retains the co-ordinating role for reception, junior and secondary transfer. This means that all offers are made by the Council and that every child should receive just one offer. Admission Authorities, including Local Authorities are responsible for ensuring that admission arrangements are compliant with the School Admissions Code 2014.
- 2.3. This includes consulting on any proposed changes to admission arrangements annually or at least every 7 years where there have been no changes. In addition, Admission Authorities are required to determine their admission arrangements on an annual basis

#### 3. Proposed changes to admission arrangements

- 3.1. The processing of overseas applications for admission to school within the normal admission rounds

We are proposing to accept applications from overseas for processing when this local authority is satisfied there is evidence of a link to an address in its area and that the child will be resident at that address on or before the date of admission (i.e. start of September).

#### 4. Proposed changes to the Pan-London coordinated admissions schemes

- 4.1. Children who are holding an offer at a lower preference school and who are placed on the waiting list for higher preference schools

This change is proposed to reduce the number of children who are unnecessarily added to waiting lists and to ensure that places are allocated swiftly to children who require a place. The proposed change emphasizes

parents/carers' responsibility to notify the local authority if they no longer wish for their child to remain on the waiting list for a higher preference school.

**4.2. Acceptance of first preference offers**

The proposed change would mean that if a parent/carer has been offered their first preference school, the place would no longer be automatically recorded as accepted.

**5. Statutory Consultation**

5.1. Consultation took place between 18 October 2018 and 6 December 2018. Stakeholders were asked their views specifically on the proposed changes to the Admission Arrangements and to the Pan-London primary and secondary coordinated admissions schemes and also for any other comments they might have.

5.2. A consultation document was provided online and as a paper document to support stakeholders to respond to the consultation.

**6. Communication and Consultation activities**

6.1. A consultation document including a questionnaire was used as a basis of informing stakeholders, including parents/carers and local residents, about the proposed changes to the Admissions Arrangements and Coordinated Schemes.

6.2. Communication activities included the circulation of the consultation document, including questionnaire via email to Schools, neighbouring admission local authorities, councillors and local MPs.

**Schools E-Bulletin**

- ✓ Schools' e-bulletin to all schools within the borough

**Email:**

- ✓ Ward Councillors / MPs
- ✓ schools within neighbouring/adjourning boroughs
- ✓ local residents
- ✓ parents/carers

**Website:**

- ✓ Online questionnaire (Get Involved)

**7. Summary of responses**

**7.1. Consultation questionnaire**

A total of 96 completed questionnaires have been received. A detailed breakdown of the responses is attached in Annex A.

Summary of responses for each proposed change:



- Proposal 1 – the processing of overseas applications.  
65 of the 96 respondents answered this question.
  - 19 – Support
  - 30 – Do not support
  - 12 – Not sure
  - 4 – Did not wish to answer/are not affected
  
- Proposal 2 – children on the waiting list for higher preference schools.  
69 of the 96 respondents answered this question.
  - 47 – Support
  - 7 – Do not support
  - 15 – Not sure
  
- Proposal 3 – acceptance of first preference offers.  
All 96 respondents answered this question.
  - 66 - Support
  - 11 – Do not support
  - 17 – Not sure
  - 2 – Did not wish to answer/are not affected

## 8. Key issues raised during the consultation period

Proposed Change	Comments from Respondents	Council Response
<b>1: The processing of overseas applications for admission to school within the normal admission rounds</b>  This change has been proposed in order to achieve commonality with all coordinating boroughs.	<p>“Overseas applications should not be accepted until AFTER all pupils in Croydon have been suitably placed and all appeals dealt with. Priority should always be given to those already resident in the Borough.”</p> <p>“Could make school choice even more fraught...they may not return or come to the UK anyway.”</p> <p>“Schools are already oversubscribed and I feel that we are unable to accommodate those from overseas.”</p> <p>“Open to abuse. You have to surely be resident in the country to apply for your school place.”</p>	<p>Overseas applications will be processed from the overseas address until such time as satisfactory evidence is received that a child is residing in the UK/Croydon area. Such evidence might include:</p> <ul style="list-style-type: none"> <li>• a tenancy agreement showing the date of commencement of tenancy in Croydon</li> <li>• Booked travel tickets</li> <li>• End of lease/notice to tenants in property</li> <li>• Start of employment contract in London/South East area.</li> </ul> <p>As places are allocated strictly in accordance with schools’ oversubscription criteria, there is no risk for a child to be</p>

	<p>"I would want to know what would seem as a link to an address. As people abuse the system and local children could miss out."</p> <p>"[it's] so easy to fake details."</p> <p>"surely until that person is actually residing here then my daughter lives closer and should be offered the place."</p> <p>"I think that the resource(s) utilised to confirm potential residency may outweigh the resources required to efficiently support UK residents who require a confirmed place for their children by September."</p> <p>"How will you prove this? It seems a bit tenuous."</p> <p>"Preference should be given on a geographical radius from the school and allocated a percentage of acceptable applicants who match certain criteria such as returning from an overseas placement; are part of the indigenous population with a known history of association; a work placement."</p>	<p>disadvantaged over a child who is currently residing in the UK.</p> <p>Any school offer made will be withdrawn in the absence of insufficient evidence of a child's residency in Croydon being received or should the child fail to start school on the agreed date.</p> <p>If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will be withdrawn and this may be the case even if the child has started the school.</p> <p>Croydon's admission arrangements for community schools do not allow for a percentage of places to be reserved for overseas applicants. Distance will remain fourth in the order of priority after the admission of looked after children, siblings and children with an upheld medical condition.</p>
	<p><b>Potential impact on schools/education:</b></p> <p>"Many class rooms are oversubscribed reducing the amount of time provided to the students. I am concerned...that the classrooms will be filled up with students from abroad... Especially as Croydon council has a large population of unaccompanied asylum seeking children."</p> <p>"Permitting overseas applications will lead to late declines, prolonged admission procedures and deferrals...For every school place not filled at October Census, we lose a</p>	<p>No school place will be allocated unless this LA has received sufficient evidence to show that a child will be in Croydon to take up the offer of school on the date of admission in September. In the event that a child cannot start on the agreed date in September, the place will be withdrawn with immediate effect and offered to the next child on the waiting list.</p> <p>Since this policy applies to the main rounds of admission only and not in-year admissions, there will be no impact on the October census. All overseas applicants offered a place at Croydon schools will be expected to start</p>

	<p>minimum of £3156 in funding...The pressure is then on the admissions team and school to fill all places by October Census.”</p> <p>“We have a large number of children who have moved to the UK with their families... [we] receive communication that the child will not be present for the beginning of term / their planned start date due to delayed paperwork. The children miss induction and Home Visit appointments... We have had cases where parents exercised their right to defer due to their documents not coming through in time; they eventually declined and we lost funding for that place”.</p> <p>“The amount of travelling on buses and trams has a negative impact on attendance. It also affects local residents trying to use local transport.”</p>	<p>at the beginning of the academic year in September.</p>
<p><b>2. Children who are holding an offer at a lower preference school and who are placed on the waiting list for higher preference schools</b></p>	<p>“I received 4th preference school. I would not be happy to have this offer withdrawn on the assumption that I would take up the higher preference offer.”</p> <p>“Parents are in an awkward situation if they are compelled to accept a place at a school that was not their first choice. It is the nature of the system that they would hope that a place would become available at their first-choice school later on in the process... Why not allow less choices - 3 schools instead of 6 perhaps, so that parents would be happy for their child to go to any of the 3 schools?”</p>	<p>The local authority is only proposing that parents/carers who are happy with their lower preference offer notify us if they wish their child to be removed from the waiting list for any higher preference school. This will eliminate the risk of the lower preference school offer being withdrawn if a higher preference school offer can be made. This will also ensure that schools’ waiting lists are made up of genuine applicants, will cut down on the time spent chasing parents’ responses to subsequent offers and eliminate the risk of parents holding multiple offers.</p> <p>Parents are under no obligation to accept a place at a school they do not want their child to attend. Although this LA recommends that parents express a preference for as many schools as possible and</p>

		use up their entitlement of up to 6 preferences, parents should not name schools on their application that they do not want. Restricting the number of preferences to 3 would still not guarantee that a school place will be offered at one of the 3 preferences.
<p><b>3. Acceptance of first preference offers as part of the coordinated admission arrangements</b></p> <p>Some parents/carers fail to notify the LA of their refusal of their school place and it is often the case that schools and the LA do not find out that places have been declined until the start of the new academic year when children do not turn up at the school.</p>	<p>“If they stated this as a first preference when applying, then if they get the place it shouldn't be necessary to reconfirm.”</p> <p>“This would contribute more anxiety to parents in an already over-complicated and unfair system.”</p> <p>“This proposal assumes that all parents/guardians are digitally literate; fully aware of the deadline dates; in sufficient physical, mental and emotional health to respond accurately and in a timely manner and that the system is robust enough to record the data.”</p> <p>“It is too easy to log in and miss the accept and confirm buttons and people may believe they have accepted their place, then find they haven't.”</p>	<p>The local authority cannot assume that because a first preference offer has been made that it will be automatically accepted. The current position is that parents who receive an offer at a 2<sup>nd</sup> to 6<sup>th</sup> preference school must accept or decline the offer online. The LA proposes that this applies to parents holding first preference offers too, as this used to be the case. Any declined places can then be reallocated at the earliest opportunity.</p> <p>Evidence has shown that not all parents notify the LA when they wish to decline their first preference offer which results in an unnecessary delay filling any vacancies.</p>
<b>Other comments</b>	<p>“The consultation does not include any proposals regarding extending the priority given to children previously in care in England to children previously in care outside of England as recommended by the guidance issued by the Department of Education (August 2018) and Nick Gibb Minister of State for School Standards (Dec 2017).”</p>	<p>This local authority is not planning to introduce a priority criterion with regards to children previously in care outside of England until this passes as law and becomes a DFE statutory requirement.</p>

## 9. Key points made in support of the proposed changes

Some respondents made comments in support of all the proposed changes:

- *“Anything to help the admissions process become better is a good thing. Admissions in Croydon do an amazing job considering the volume that they have to process.”*

In relation to the processing of overseas applications:

- *“[it] would help people who are intending to move to the UK, especially when for instance one of the parents have lived here already’.*
- *“As long as the evidence part is done rigorously, then I see no issue with overseas entries”*

In relation to children holding lower preference offers and who are placed on the waiting list for higher preference schools:

- *“This is a simple request that will help improve the system.”*
- *“Yes speeds up process. Parents can always remain on list and change their mind at a later date.”*
- *“It should free up more places quicker.”*
- *“This proposal allows the admissions departments allocate places more efficiently and fairly to those who need them in a timely manner.”*

In relation to the acceptance of first preference offers:

- *‘Now notification of places comes via email this new action should be easy to implement’.*
- *“[parents/carers] may change their mind after filling the form and should be allowed that flexibility.”*
- *“A quicker admissions process would benefit parents greatly.”*
- *“It just means one place to go and check about admissions without the need of calling schools or the local borough directly.”*

## **10. Equality Impact Assessment**

- 10.1. An Equality Impact Assessment has been undertaken as part of the Cabinet report to assess the potential impact of the proposed changes on the nine protected characteristics covered under the Equality Act 2010.

## **11. Next Steps**

- 11.1. Following the consultation period, this outcomes report will be presented to the Council's Cabinet Committee on 21 January 2019 for a decision on the proposed changes and determination of the admission arrangements for the 2020/21 academic year for community schools. The admission arrangements will then be presented to full Council on 28 January 2019 for ratification. Subject to approval, the determined admission arrangements for community schools will be published on the Council's website

## APPENDIX 2a

### Annexe A

A total number of 96 responses were received via completed questionnaires during the consultation period.

\*As respondents were asked to tick all that apply when informing the council of who they are, some respondents have selected multiple options.

**Proposal 1 – Please tell us whether you support/do not support the proposal to this local authority allowing applications from overseas when evidence that a child will be residing at an address in Croydon before the date of admission is received and confirmed.**

Response	Number	%
I support the proposed change	19	29%
I do not support the proposed change	30	46%
Not sure	12	19%
I am not affected by/do not want to answer	4	6%
<b>Total</b>	<b>65</b>	<b>100%</b>

**Of the 19\* who support the proposed change:** 6 are parents/carers of a child/children at a primary school, 5 are local residents, 4 are parents/carers of a child/children at a secondary school, 2 are members of staff at a secondary school and 1 is a member of staff at a primary school. 7 did not specify.

**Of the 30\* who do not support the proposed change:** 14 are local residents, 7 are parents/carers of a child/children at a primary school, 4 are parents/carers of a child/children at a secondary school, 2 are members of staff at a secondary school, 1 is a member of staff at a primary school, 1 is a School Governor at a primary school, 1 is a parent to a toddler, 1 is a Grandparent and 14 did not specify.

**Of the 12\* who are not sure:** 5 are local residents, 5 are parents/carers of a child/children at a primary school, 3 are parents/carers of a child/children at a secondary school, 1 is a Trustee at a primary/secondary school, 1 is a member of staff at a primary school, 1 is a member of staff at a secondary school and 2 did not specify.

**Proposal 2 – Please tell us whether you support/do not support the proposal to parents/carers notifying the local authority immediately after they have received their initial offer at a lower preference school if they no longer wish their child to remain on the waiting list for higher preference schools.**

Response	Number	%
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I support the proposed change	47	68%
I do not support the proposed change	7	10%
Not sure	15	22%
I am not affected by/do not want to answer	0	0%
<b>Total</b>	<b>69</b>	<b>100%</b>

**Of the 47\* who support the proposed change:** 16 are local residents, 11 are parents/carers of a child/children at primary school, 7 are parents/carers of a child/children at a secondary school, 4 are members of staff at a secondary school, 2 are members of staff at a primary school, 1 is a School Governor at a primary school, 1 is a Grandparent, 1 is a parent to a toddler and 21 did not specify.

**Of the 7\* who do not support the proposed change:** 4 are local residents, 4 are parents/carers of a child/children at primary school, 2 are parents/carers of a child/children at secondary school and 1 did not specify.

**Of the 15\* who are not sure:** 6 are local residents, 5 are parents/carers of a child/children at primary school, 3 are parents/carers of a child/children at secondary school, 1 is a trustee at a primary/secondary school, 1 is a member of staff at a primary school, 1 is member of staff at a secondary school and 1 is parent looking to place their child in a school. 6 did not specify.

**Proposal 3 – Please tell us whether you support/do not support the proposal to the local authority not recording first preference offers as automatically accepted.**

<b>Response</b>	<b>Number</b>	<b>%</b>
I support the proposed change	66	69%
I do not support the proposed change	11	11%
Not sure	17	18%
I am not affected by/do not want to answer	2	2%
<b>Total</b>	<b>96</b>	<b>100%</b>

**Of the 66\* who support the proposed change:** 23 are local residents, 18 are parents/carers of a child/children at a primary school, 10 are parents/carers of a child/children at a secondary school, 5 are members of staff at a secondary school, 3 are members of staff at a primary school, 1 is a school governor at a primary school, 1 is a Trustee at a primary/ secondary school, 1 is a Grandparent, 1 is a parent looking to put their child in a school and 1 is a parent to a toddler. 28 chose not to specify.

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**Of the 11\* who do not support the proposed change:** 6 are local residents, 5 are parents/carers of a child/children at primary school, 3 are parents/carers of a child/children at secondary school and 2 did not specify.

**Of the 17\* who are not sure:** 5 are local residents, 3 are parents/carers of a child/children at primary school, 1 is a member of staff at a primary school, 1 is a School Governor at a secondary school, 1 is the director of Young Minds Matter CIC and 1 is a parent/carer of a child/children at a secondary school. 9 did not specify.

### Equality and Diversity

#### **Please tell us who you are.**

Please tick all that apply\*

Response	Number	%
Member of staff at primary school	5	4
Member of staff at secondary school	5	4
School Governor at primary school	1	1
School Governor at secondary school	1	1
Parent/carer of a child/children at primary school	27	20
Parent/carer of child/ren at secondary school	14	10
Local resident	35	26
Other	6	5
Prefer not to say	2	1
No response	37	28
<b>Total</b>	<b>133</b>	<b>100</b>

#### **Gender:**

67% of respondents disclosed their gender; 46% were female and 11% male.

#### **Age:**

58% of respondents disclosed their age. The majority of the 96 respondents (25%) were in the age bracket 35-44. 8% were aged 26-34, 13% aged 45-54, 8% aged 55-64 and 4% aged over 65.

#### **Ethnicity:**



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53% of respondents disclosed their ethnicity. The majority (33%) were White British, 4% Asian - Indian, 4% Black Caribbean, 3% White European, 3% Black African, 2% Other White, 1% White Irish, 1% mixed White and Black Caribbean, 1% mixed White and Asian, 1% Other background

### **Disability:**

2% of respondents identify themselves as having a disability. Of this 2%, 50% identified as having a disability relating to Mental Health whilst the other 50% was undisclosed.

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## Appendix 4a

## DRAFT Proposed Community Schools Admission Arrangements 2020/21

The criteria outlined below apply only to Croydon community schools.

Should any community school convert to academy status prior to September 2020, the admissions arrangements will apply as published below unless stated otherwise in their funding agreement.

Where the number of applications for a community school is higher than the published admission number, the following criteria will be applied in the order set out below to decide the allocation of places:

Children with an Education, Health & Care Plan (EHCP) or statement of special educational needs that names a school will be admitted to the school before the admissions criteria are applied to all other applicants. (See note 7)

1. **Looked-after children and previously looked-after children** (see Note 1).
2. **Linked schools**  
Children who are on the roll of their linked infant school at the time of application. (see Note 2).
3. **Siblings:**  
Children with a brother or sister who will be in attendance at the school or the linked infant/junior school at the time of enrolment of the new pupil (see Note 3).
4. **Exceptional medical need:**  
Pupils with serious medical needs for attending a particular school. (See Note 4)

Supporting professional evidence must provide specific reasons why a particular school is the only school that can meet your child's needs and the detriment that would be caused if your child had to attend another school. Your application must be supported by a GP or consultant.

**For primary age children, their need to attend a particular school because of a parent's serious and continuing medical condition may also be relevant.**

Supporting evidence should be set out on the medical form which is available online at: <https://www.croydon.gov.uk/education/schools-new/school-admissions/in-year-admissions/in-year-admissions-primary> and both the completed medical form and the supporting evidence from the GP or consultant must be submitted with the application (see Note 4). By submitting your

evidence to the local authority you consent to this information being shared with the local authority's medical advisor.

### 5. Distance:

Priority will be given to pupils living nearest to the school as measured in a straight line (see Notes 5 and 6).

### Tiebreaker

In the event that the number of applications for places exceeds the number of places available, after application of the admissions criteria, distance will be used to decide between applications. Where distance is the same for two or more applications the authority will use random allocation, which will be independently verified.

**Note 1:** Looked-after children are defined as 'children in public care at the date on which the application is made'. Previously looked-after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately after being looked-after. If an application is made under the 'looked-after' criterion, it must be supported by a letter from the relevant local authority children's services department and/or relevant documents.

**Note 2:** This criteria does not include siblings on the roll of the infant school's nursery class, if it has one.

A list of all infant and junior schools is provided in the table below. The shaded schools are their own admission authority, therefore, please refer to the individual school's admissions policy.

Linked Infant School	Linked Junior School
Beulah Infant	Beulah Junior
Elmwood Infant	Elmwood Junior
The Minster Nursery and Infant	The Minster Junior
Park Hill Infant	Park Hill Junior
St Joseph's Catholic Infant and Nursery	St Joseph's Catholic Junior

St Mary's Catholic Infant	St Mary's RC Junior
Whitehorse Manor Infant and Nursery	Whitehorse Manor Junior
Winterbourne Infant	Winterbourne Junior Girls
Winterbourne Infant	Winterbourne Junior Boys

**Note 3:** A sibling is defined as a brother or sister, half-brother or sister, step brother or sister, foster-brother or sister or adopted brother or sister whose main residence is the same address as the child for whom the school place application is being made.

Children with siblings allocated a place in the Reception or Year 3 class at a linked junior school to start in September will be eligible for priority under the sibling criterion

from 1 August each year when this local authority opens waiting lists for the new academic year.

In the case of in-year admissions, eligibility for sibling priority will apply at the time of an offer.

This criteria does not include siblings on the roll of the school's nursery class, if it has one.

**Note 4:** All schools have experience in dealing with children with a range of medical needs and all schools are required to make reasonable adjustments in order to do this.

In a very few exceptional cases, however, there may be reasons why a child needs to attend a specific school and this could be due to the child's medical need or the medical condition of the parent or the main carer with responsibility for the child. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

If you feel there are exceptional reasons for your child to be considered for a priority placement at a particular school, you must indicate this in the section provided in your application, and complete the medical form which is available online at: <https://www.croydon.gov.uk/education/schools-new/school-admissions/in-year-admissions/in-year-admissions-primary> or you can obtain a paper version from your local Croydon primary school or by contacting the council on 020 8726 6400, setting out the reasons to support your case.

All requests for priority consideration on medical grounds must be supported in writing by a doctor or consultant, and this must make clear which school you are making a special case for, the reason why it is necessary for your child to attend this school in particular, and the difficulties it will cause for your child to attend another school.

It is for you to decide how to support your case and what documents to provide, but these must be submitted, together with the completed medical form and supporting statement by the GP/consultant, by the closing date of **15 January 2020**. The admissions team is not responsible for chasing you to submit medical evidence or for contacting professionals for information about your case. Any decision will be based on documents you submit by the closing date.

The local authority, using guidance received from Croydon's admissions panel (this is comprised of professionals from health and education), will decide whether an application for a school is to be prioritised on medical grounds, in light of the medical evidence submitted by the parent for their child to attend this particular school. Claims for priority of admission on medical grounds submitted after a decision on the original application has been made will only be considered if the documents submitted were not readily available at the time of application or if they relate to a new medical condition. Any submission made after the initial application must be supported by

details of how the circumstances have changed since the original application and by further professional evidence.

Applicants who submit supporting information on medical grounds will not be advised whether their application is likely to be successful prior to the offer of places on 16 April 2020. If evidence is received after the closing date of 15 January 2020, it will not be taken into account until after places have been offered on the 16 April 2020.

**Note 5:** 'Home' is defined as the address where the child normally resides Monday to Friday as their only or principal residence.

Addresses involving child-minding (professional or relatives) are excluded. There have been occasions when parents/carers have tried to use false addresses to obtain a place at a school. To prevent this happening, Croydon Council undertakes checks using an address verification tool called Datatank. If after these checks have taken place, we cannot be satisfied that the address is the parent and child's normal place of residence, the parent/carer will be asked to provide further proof of their home address. In this instance two forms of address verification will be required: a solicitor's letter confirming completion of contract or a tenancy agreement along with a recent utility bill in the applicant's name.

If the parent/carer is found to have used a false address or deliberately provided misleading information to obtain a school place, the offer will be withdrawn.

Should there be doubts about the address to be used, parents/carers may be asked to provide evidence concerning the child's normal place of residence. This could include a court order stating where the child should live during the course of the week.

The local authority would expect that the parent/carer with whom the child is normally resident receives the child benefit for the child. This may be used to determine the normal place of residence for the purpose of measuring the home to school distance.

If parents/carers have more than one property they may be required to provide proof of the normal place of residence for the child.

**The processing of overseas applications for admission to school within the normal admissions rounds (excluding Crown servants)**

Applications with an overseas address can only be accepted for processing when this local authority is satisfied that there is **evidence of a link to an address in its area** and that **the child will be resident at that address on or before the date of admission** (i.e.start of September). Such evidence must include:

- Booked travel tickets and
- End of lease/notice to tenants in Croydon property or
- Start of employment contract in the Croydon area or
- End of employment contract abroad

The overseas address will apply until such time as there is evidence of a child's return to the linked address. In the event that a family does not return to the linked address provided by the start of September, this local authority will withdraw the application submitted and any offer made.

**Note 6:** The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority.

If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

Distance measurements can be obtained using various internet sources however these do not replicate the system used by Croydon Council. Additionally, the distance measurement which can be obtained from the Croydon website using the 'Find It' link on the home page will not always be identical to that of the measurement obtained using the Croydon school admissions measuring tool (known as GIS) as the 'Find It' link is set up to measure to a range of council facilities and is not set up to measure for school admission purposes. It also does not give measurements to three decimal points.

### **Note 7: Education, Health and Care Plan or Statement of Special Educational Needs**

An Education, Health and Care plan (EHCP) is an integrated support plan for children and young people with complex special needs and disabilities. The plan gives a detailed description of the range of difficulties a child is facing and the level and type of provision required to help the child make progress and achieve positive outcomes.

#### **Child minding arrangements:**

Child-minding cannot be taken into account when allocating places at oversubscribed community schools.

#### **Children attending a nursery class attached to an infant or primary school**

Parents of children attending the nursery class at an infant or primary school must apply for a reception class place in the usual way. These children are not guaranteed a reception place at the school where they are attending the nursery class.

All applications are considered strictly in accordance with a school's admission criteria. Unless otherwise stated, children on the roll of a school's nursery class are not given priority admission into a reception class.

#### **Twins/triplets or other multiple births for admission into an infant class**

If you are applying for twins, or children from a multiple birth, and there is only one place available at the school, legislation allows us to admit them all i.e. all siblings from a multiple birth.

#### **Waiting lists**

If you are offered a place at a school through the in-year admissions process and you have also expressed a higher preference for another school or other schools, you will not be placed on the waiting list for your higher preference school/schools. You may request for your child to be added to the waiting list by completing the 'waiting list request' form available on the website.

In-year waiting lists are maintained for one academic year and applicants who have been unsuccessful for their preferred school(s) and who wish to remain on the waiting list are required to re-apply the following academic year.



Waiting lists for community schools for applicants who applied as part of the main admissions rounds are held for the first term of the reception year and thereafter, applicants are required to complete the local authority's in-year common application form (ICAF) if they wish to remain on the waiting list.

### **Admission of children below compulsory school age deferred entry to school**

Parents can defer the date their child is admitted to the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Parents can also take up a part-time place until later in the school year but not beyond the point at which they reach compulsory school age.

A child reaches compulsory school age the term after their fifth birthday. Therefore, if you are offered a reception class place at a school, you can opt to defer your child's start date, but they **MUST** start full time school following their fifth birthday y the dates given below:

- Children born on or between 1 September and the end of December must start full time school by the beginning of the spring term in January
- Children born from 1 January to the end of March must start full time school on 1 April
- Children born from 1 April to the end of August must start school at the beginning of the autumn term in September

The local authority's expectation is that a child born between 1 April and 31 August should start the reception class at the beginning of the summer term at the latest. However, parents may choose that their child does not start school until the September (beginning of the autumn term) following their fifth birthday. Parents must note the place cannot be held open beyond the summer term, this will mean that as their child will be a year one pupil when they join, parents will need to apply for a year one school place, using the in-year application form.

### **Admission of children outside their normal age group**

Parents may request that their child is exceptionally admitted outside their normal age group. The admission authority will decide whether or not the individual child's circumstances make this appropriate on educational grounds.

*It is the expectation of Croydon Council that a child is educated alongside his/her age equivalent peers, in almost all cases. We would strongly advise that all children enter*

*into their normal year group. The responsibility for addressing individual educational needs lies with the school through an appropriately differentiated and enriched curriculum.*

All requests to educate a child outside their normal year group must include written explanation of why this is necessary and where applicable, evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary.

Decisions are made on the basis of the circumstances of each case and in the best interest of the child. This includes taking account of the following:

- Parents' views
- Information relating to the child's academic, social and emotional development, where relevant medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If a child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the head teacher of the school(s) concerned

**Appendix 4b**

**PAN-LONDON CO-ORDINATED ADMISSION SYSTEM**

**DRAFT Template LA Schemes for Co-ordination of Admissions to  
Reception/Junior in Maintained Schools and Academies in 2020/21**

Contents

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PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

**DRAFT Template LA Schemes for Co-ordination of Admissions to  
Reception/Junior in 2020/21**

**Definitions used in the template schemes**

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme.
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme.
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order.
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place.
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible.
“the Home LA”	the LA in which the applicant/parent/carer is resident.
“the LIAAG Address Verification Register	the document containing the address verification policy of each participating LA.
“the Local Admission System	the IT module for administering admissions in

(LAS)”	each LA and for determining the highest offer both within and between participating Las.
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council.
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed.
“the Mandatory Elements”	those elements of the Template Scheme to which authorities <b>must</b> subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register.
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2.
“the Prescribed Day”	the day on which parents/carers outcome are notified of their outcome. 16 April in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA.
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3.
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to

maintained primary and secondary schools  
and academies.

## PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

### DRAFT Template LA Scheme for Co-ordination of Admissions to Reception/Junior in 2020/21

*All the numbered sections contained in this scheme are mandatory except those marked with an\* which are highly desirable.*

#### Applications

1. Applications from residents of Croydon LA will be made on this LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Croydon LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in a nursery class within a maintained school or academy - in this LA or any other maintaining LA - is informed about how they can access Croydon LA's composite prospectus and apply online. Croydon LA also uses Decaux boards, libraries, schools, early years providers, social media to advertise the closing date for applications. Additionally, this LA offers parents support and assistance with their online application at schools and its offices.  
Parents/carers who do not live in Croydon LA will have access to Croydon LA's composite prospectus which will advise parents/carers to contact their home LA for further information on the application process.
3. The admission authorities within Croydon LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within this LA, Croydon LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
4. Where supplementary information forms are used by admission authorities in Croydon LA, they will be available on this LA's website, on the school's website, or a paper copy of the supplementary information form can be requested directly from the school. Such forms will advise parents that they must also complete their home LA's Common Application Form. Croydon LA's composite prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.

5. Where a school in Croydon LA receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.
6. \*Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA to comply with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
8. Croydon LA undertakes to carry out the address verification process as defined in the Pan-London Coordinated Admissions Scheme. This will in all cases include validation of resident applicants against Croydon LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where Croydon LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **11 February 2020**.
9. Croydon LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any evidence requested by the maintaining LA in respect of a preference for a school in its area by **5 February 2020**.
10. Croydon LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **5 February 2020**.

### Processing

11. Applicant residents within Croydon LA must submit their online Common Application Form to this LA by **15 January 2020**.
12. *Supplementary Information Forms for schools in Croydon LA must be returned directly to the relevant school by the date specified by the school.* Under the requirements of the scheme, parents/carers will not have to complete a supplementary information form where this is not



strictly required for the governing body to apply their admission criteria or where this is not a requirement in a school's admission arrangements.

13. *Schools that require a supplementary information form will check that a supplementary information form has been completed for each child. Schools will contact parents/carers who have not completed a supplementary information form. Schools will also check that parents/carers who have completed a supplementary information form have completed the LA's Common Application Form. If a parent has not completed a Common application Form, schools will share this information with Croydon LA.*
14. *Croydon LA will send own admission authority schools details of Croydon residents' applications on **31 January 2020**. On **7 February 2020**, own admission authority schools will receive new lists containing details of resident applications as well as out of borough applications.*
15. *Any changes to the preferences or the order of preference on a Common Application Form made after **15 January 2020** will not normally be considered until after the initial round of allocation – that is after 16 April 2020.*
16. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Croydon LA's scheme, will be up-loaded to the PLR by **5 February 2020**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
17. *Alternative arrangements will be made by Croydon LA to forward applications and supporting information securely to non-participating LAs.*
18. Croydon LA shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3B, determine its own timetable for the processing of preference data and the application of published oversubscription criteria.
19. *\*Croydon LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. **The latest date that an application that is late for good reason can be accepted for a resident of this LA is 10 February 2020.***
20. Where such applications contain preferences for schools in other LAs, Croydon LA will forward the details to maintaining LAs via the PLR as they are received. Croydon LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
21. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **11 February 2020**.

22. \*Where an applicant moves from one participating home LA to Croydon LA after submitting an on-time application under the terms of the former home LA's scheme, Croydon LA will accept the application as on-time up until **10 February 2020**, on the basis that an on-time application already exists within the Pan-London system.
23. Croydon LA will participate in the application data checking exercise scheduled between **12 and 26 February 2020** in the Pan-London timetable in Schedule 3B.
24. All preferences for schools within Croydon LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraph 1.9 of the School Admissions Code 2014. When the admission authorities within Croydon LA have provided a list of applicants in criteria order to this LA, Croydon LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. This is the 'Equal Preference System'.
25. *Own Admission authority schools must provide Croydon LA with the electronic list of their applicants in criteria order by **02 March 2020**.*
26. Croydon LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in this LA's area before uploading data to the PLR.
27. Croydon LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **20 March 2020**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
28. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **27 March 2020** if this is sooner.
29. Croydon LA will not make any additional offers between the end of the iterative process and **16 April 2020** which may impact on an offer being made by another participating LA.
30. Notwithstanding paragraph 29, if an error is identified within the allocation of places at a maintained school or academy in this LA, Croydon LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Croydon LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to

resolve a multiple offer, or if the impact is too far reaching, Croydon LA will accept that the applicant(s) affected might receive a multiple offer.

31. Croydon LA will participate in the offer data checking exercise scheduled between **30 March and 9 April 2020** in the Pan-London timetable in Schedule 3B.
32. Croydon LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **14 April 2020**. (33 London LAs & Surrey LA only).

### Offers

33. Croydon LA will ensure that, if there are places available, each resident applicant who cannot be offered a place at one of the preferences expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.11 of the Schools Admissions Code 2014. *This will usually be the nearest school to the child's home address which has a place available, after the allocation of places has been completed.*
34. This LA's notification of the outcome will include the information set out in Schedule 2.
35. Croydon LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
36. Croydon LA's notification information will include the information set out in Schedule 2.
37. Croydon LA will, on **16 April 2020**, publish online the outcome of resident applications. Resident applicants who applied online will be able to view the result of their application online as well as accept or decline their offer. *Croydon LA will not send out outcome letters in the post.*
38. *Resident applicants who are not successful in their application will be offered the right to appeal.*
39. \*This LA will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2020.

### Late applications

40. *\*Croydon LA will accept late applications as 'on-time' only if they are late for a good reason, deciding each case on its own merits. Examples of what will be considered as 'good reason' include when a single parent has*

*been ill for some time, or has been dealing with the death of a close relative; a family who has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within Croydon LA will be required in these cases). Other circumstances will be considered and each case decided on its own merits and it is expected that all requests of this nature will be supported with evidence from someone independent of the applicant.*

41. *The latest date that an application, that is late for good reason, can be accepted for a resident of Croydon LA will be **10 February 2020**. The date for an out-borough resident is fixed by the relevant home LA and is likely to be different for authorities outside the PAN London scheme.*
42. *Applications which are late for no good reason and those that are received after 10 February 2020 but before 16 April 2020 will not be considered in the initial allocation round but will be allocated a place after all on-time preferences have been processed. If the application is from a resident of Croydon LA and they cannot be offered a place at one of their preferences, they will be considered for a place at other maintained schools or academies in this LA that have vacancies, in accordance with the school's admissions criteria. If the application is from a resident of another LA, their application will only be considered for the schools to which they have applied.*

### **Post Offer Process**

43. Croydon LA will request that resident applicants accept or decline the offer of a place by **30 April 2020**, or within two weeks of the date of any subsequent offer.
44. *If resident applicants do not respond by this date, Croydon LA or the school, where it is its own admission authority, will make every reasonable effort to contact the applicant to find out whether or not they wish to accept the place. Only where the applicant fails to respond and the admission authority can demonstrate that every reasonable effort has been made to contact the applicant, will the offer of a place be withdrawn.*
45. Where an applicant resident in Croydon LA accepts or declines a place in a school maintained by another LA by **30 April 2020**, Croydon LA will forward the information to the maintaining LA by **7 May 2020**. Where such information is received from applicants after **30 April 2020**, Croydon LA will pass it to the maintaining LA as it is received.
46. Where a place becomes available in an oversubscribed maintained school or academy in Croydon LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.

47. When acting as a maintaining LA, Croydon LA will place an applicant resident in the area of another LA on a waiting list for any higher preference school. Where this is not done automatically, it will be done immediately following a request from the home LA.
48. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.
49. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
50. When acting as a maintaining LA, Croydon LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
51. When acting as a home LA, Croydon LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered. ***As a result, any offer held by the applicant resident at a lower preference school will automatically be withdrawn as a higher preference has been offered. Resident applicants who no longer wish to remain on the waiting list for a higher preference school must notify Croydon LA as soon as they receive their initial offer.***
52. ***When acting as a home LA, Croydon will offer a place at a Croydon maintained school or Academy to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered. The lower preference school offered will automatically be withdrawn as a higher preference school has been offered. Resident applicants who no longer wish to remain on the waiting list for a higher preference school must notify Croydon LA as soon as they receive their initial offer.***
53. When acting as a home LA, when Croydon LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
54. When acting as a home LA, when Croydon LA has agreed to a change of preferences or preference order, it will inform any maintaining LA affected

by the change. In such cases, paragraphs 51 and 53 shall apply to the revised order of preferences.

55. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
56. When acting as a maintaining LA, Croydon LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
57. When acting as a home LA, Croydon will accept applications for additional preferences after National Offer Day before the start of the new term.
58. When acting as a home LA, Croydon LA will endeavour to fill any vacancies that become available after National Offer Day within four weeks from National Offer Day.
59. This LA's admission authorities will maintain a waiting list for at least one term until 31 December 2019. This LA will accept waiting lists requests from other LAs' residents through the maintaining LA.
60. *Croydon LA will maintain waiting lists for each school in its area with the exception of Voluntary Aided Schools who will maintain their own waiting lists. Croydon LA will notify applicants on the waiting list if a place becomes available. Any lower preference previously offered will be automatically withdrawn if an offer is made at a higher preference school.*
61. Resident Applicants who receive an offer at their first preference school will not be placed onto a waiting list for a lower preference school unless there has been a change in circumstances which would need to be supported with relevant evidence. *In accordance with the Pan London agreement and to ensure that Croydon meets its duty to continue to coordinate admissions beyond National Offer Day and comply with the parents' highest possible preference, Croydon will ensure that waiting lists do not contain lower ranked preferences except where it has received a parent's request for a child to be placed on the waiting list for a lower preference school with a valid reason.*
62. *Resident applicants who receive an offer at their first preference school will be able to apply for lower preference schools at the start of the new term through the in-year admission process.*

63. *Resident applicants who are unsuccessful in receiving an offer at one of their preferred schools will be given the opportunity to make late applications to schools they did not originally apply for.*
64. *Applications received after 16 April 2020 will be added to the waiting lists for the schools in this LA. Waiting lists will be ordered in accordance with each school's admission criteria.*
65. *Admission authorities for each school within Croydon LA will share details of their waiting lists with this LA.*
66. *When a vacancy occurs at a school within this LA, the first child on the waiting list will be considered for the place. Croydon LA will liaise with the admissions authority for the school and advise the parent/carer or home LA of the offer.*
67. *Where the first child is a resident of this LA, Croydon LA will issue notification of the outcome to the parent, provided that the school is ranked higher on the Common Application Form than any other school already offered.*
68. *When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of an offer for a maintained school in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.*
69. *When acting as a maintaining LA, Croydon will not inform an applicant resident in another LA that a place can be offered.*
70. *Own Admission Authority schools within Croydon LA will not inform any applicant that a place can be offered.*
71. *Waiting lists for schools in Croydon LA will be held for the first term of the Reception Year only, until **31 December 2020**. Applicants wishing to remain on a school's waiting list after this date must apply using the LA or school's In- Year Application Form in accordance with each admission authority's arrangements. This is to ensure that this LA has the most up to date information for an applicant, including a correct proof of address as at the time of the new application.*
72. *Waiting lists will be maintained and places allocated as they become available, in accordance with each admissions authority's published admission and oversubscription criteria, and without regard to the date the application was received or when a child's name was added to the waiting list.*

**Applications for places in Reception after 31 December 2020 and applications to year groups other than to the Reception class.**

73. *Applications for places in Reception after 31 December 2020 and to year groups other than the normal year of entry to primary school will be treated as in-year admissions (except in the case of applications for transfer from Year 2 in infant schools to Year 3 in junior schools – please refer to Croydon’s primary prospectus ‘Admissions to primary schools 2020/21’ for more information).*
74. *Applications will be made and considered in line with the schools’ admission arrangements. Please refer to Croydon’s website and in-year guidance for more information.*
75. *Once an offer is made applicants will only be added to a waiting list if the parent/carer requests this in writing.*



**DRAFT PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 1**

**Minimum Content of Common Application Form for Admissions to  
Reception/Junior in 2020/21**

**Child's details:**

Surname

Forename(s)

Middle name(s)

Date of Birth

Gender

Home address

Name of current school

**Address of current school (if outside home LA)**

**Parent's details:**

Title

Surname

Forename

Address (if different to child's address)

Telephone Number (Home, Daytime, Mobile)

Email address

Relationship to child

**Preference details (x 6 recommended):**

Name of school

Address of school

Preference ranking

Local authority in which the school is based

**Additional information:**

Reasons for Preferences (including any medical or social reasons)

Does the child have an Education, Health and Care Plan Y/N\*

Is the child a 'Child Looked After (CLA)'? Y/N

Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order or 'Special Guardianship Order'? Y/N

If yes, name of responsible local authority

Surname of sibling

Forename of sibling

DOB of sibling

Gender of sibling

Name of school sibling attends

**Other:**

Signature of parent or guardian

Date of signature

\* Where an LA decides not to request this information on the CAF, it must guarantee that no details of a child with an Education, Health and Care Plan will be sent via the PLR.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

**SCHEDULE 2**

**DRAFT Template Outcome Letter for Admissions to Reception/Junior in 2020/21**

From: Home LA

Date: **16 April 2020**  
(prim)

Dear Parent,

Application for a Primary/Junior School

*I am writing to let you know the outcome of your application for a primary school. Your child has been offered a place at X School. The school will write to you with further details.*

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants has a higher priority than your child under the school's published admission criteria.

*Offers which could have been made for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.*

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

*Please would you confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.*

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

*Please return the reply slip to me by **30 April 2020 (prim)**. If you have any questions about this letter, please contact me on \_\_\_\_\_.*

Yours sincerely

*(First preference offer letters should include the paragraphs in italics only)*

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 3B**

DRAFT Timetable for Admissions to Reception/Junior in 2019/2020

<b>Wed 15 Jan 2020</b>	Statutory deadline for receipt of applications
<b>Wed 5 Feb 2020</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
<b>Tues 11 Feb 2020</b>	Deadline for the upload of late applications to the PLR.
<b>Wed 12 – Wed 26 Feb 2020</b>	Checking of application data
<b>Fri 20 Mar 2020</b>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
<b>Fri 27 Mar 2020</b>	Final ALT file to PLR
<b>Mon 30 Mar- Thurs 9 Apr 2020</b>	Checking of offer data
<b>Tues 14 Apr 2020</b>	Deadline for on-line ALT file to portal
<b>Thurs 16 April 2020</b>	Outcomes published online.
<b>Thurs 30 Apr 2020</b>	Deadline for receipt of acceptances
<b>Thurs 7 May 2020</b>	Deadline for transfer of acceptances to maintaining LAs



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**Appendix 4c**

**PAN-LONDON CO-ORDINATED ADMISSION SYSTEM**

**DRAFT Template LA Scheme for Co-ordination of Admissions to  
Year 7 in Maintained Schools and Academies in 2020/21**

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# PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

## DRAFT Template LA Scheme for Co-ordination of Admissions to Year 7 in 2019/20

### Definitions used in the template schemes

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it)
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Verification Register	the document containing the address verification policy of each participating LA
“the Local Admission System	the IT module for administering admissions in



(LAS)”	each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
“the Mandatory Elements”	those elements of the Template Scheme to which authorities <b>must</b> subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which parents/carers are notified of their outcome. 1 March (secondary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3A
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating

arrangements for the admission of children to maintained secondary schools and academies.

## PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

### DRAFT Template Scheme for Co-ordination of Admissions to Year 7 in 2019/20

*All the numbered sections contained in this scheme are mandatory, except those marked with an\* which are highly desirable.*

#### Applications

1. Croydon LA will advise home LAs of their resident pupils on the roll of this LA's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Croydon LA will be made on this LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Croydon LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. Croydon LA will take all reasonable steps to ensure that every parent/carers who is resident in this LA and has a child in their last year of primary education within a maintained school or academy, either in Croydon LA or any other maintaining LA, is informed how they can access Croydon's composite prospectus and apply online. Parents/carers who do not live in Croydon LA will have access to this LA's composite prospectus which will advise parents/carers to contact their home LA for further details on the application process.
4. The admission authorities within Croydon LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Croydon LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
5. Where supplementary information forms are used by admission authorities in Croydon LA, they will either be available on the school's website, on the LA's website or a paper copy of the supplementary information form can be requested from the school directly. Such forms will advise parents that they must also complete their home LA's Common Application Form. Croydon LA's composite prospectus will indicate which schools in this LA require

supplementary information forms to be completed and where they can be obtained.

6. Where an admission authority in this LA receives a supplementary information form, Croydon LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.
7. \*Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA.
8. *Croydon LA will advise applicants that they will receive no more than one offer of a school place on 2 March 2020. Applicants will also be advised that a place will be offered at the highest preference school for which they are eligible for a place. If the parent nominates a school outside of a PAN-London LA, Croydon LA will pass relevant details on to that authority and will make every reasonable effort to resolve any multiple offers with them.*
9. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA in accordance with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Croydon LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
10. Croydon LA undertakes to carry out the address verification process as defined in the Pan-London Coordinated Admissions Scheme. This will in all cases include validation of resident applicants against this LA's primary school data and the further investigation of any discrepancy using Council Tax and Electoral Register records. Where Croydon LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **12 December 2019**.
11. Croydon LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any evidence requested by the maintaining LA in respect of a preference for a school in its area by **13 November 2019**.
12. Croydon LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **13 November 2019**.

## Processing

13. Applicants resident within Croydon LA must return the Common Application Form, which will be available and able to be submitted online, to this LA by **31 October 2019**.
14. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme, will be up-loaded to the PLR by **13 November 2019**. Supporting documentation provided with the Common Application Form will be sent to maintaining LAs by the same date.
15. Croydon LA shall, in consultation with the admission authorities within its area and within the framework of the Pan-London timetable in Schedule 3A, determine and state its own timetable for the processing of preference data and the application of published oversubscription criteria.
16. *Supplementary information forms must be returned directly to the relevant school by the date specified by the school.* Under the requirements of the scheme, parents/carers will not have to complete a supplementary information form where this is not strictly required for the governing body to apply their admission criteria or where this is not a requirement in a school's admission arrangements.
17. *Croydon LA will send admission authorities details of their applications on **20 November 2019**. Schools that require a supplementary form will check that a supplementary form has been completed for each child and will contact parents/carers who have not completed a supplementary information form. Schools will also check that parents/carers who have completed a supplementary information form have completed the LA's Common Application Form. If a parent has not completed a Common Application Form, schools will share this information with Croydon LA.*
18. \*Croydon LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. *The latest date that an application that is late for good reason can be accepted for a resident of this LA is **12 December 2019**.*
19. Where such applications contain preferences for schools in other LAs, Croydon LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
20. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **13 December 2019**.

21. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **12 December 2019**, on the basis that an on-time application already exists within the Pan-London system.
22. *Applications which are late for no good reason and applications received after **12 December 2019** but before **2 March 2020** will be considered after all on-time applications have been processed.*
23. Croydon LA will participate in the application data checking exercise scheduled between **16 December 2019 and 2 January 2020** in the Pan-London timetable in Schedule 3A.
24. All preferences for schools within Croydon LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraphs 1.9 of the School Admissions Code 2014. When the admission authorities within Croydon LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. This is the 'Equal Preference System'.
25. *Schools must provide Croydon LA with an electronic list of their applicants ranked in criteria order by **13 January 2020**.*
26. Croydon LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in this LA's area before uploading data to the PLR.
27. Croydon LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **3 February 2020**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
28. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **14 February 2020** if this is sooner.
29. Croydon LA will not make an additional offer between the end of the iterative process and **2 March 2020** which may impact on an offer being made by another participating LA.
30. Notwithstanding paragraph 29, if an error is identified within the allocation of places at a maintained school or academy in this LA,

Croydon LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Croydon LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.

31. Croydon LA will participate in the offer data checking exercise scheduled between **17 and 24 February 2020** in the Pan-London timetable in Schedule 3A.
32. Croydon LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **25 February 2020**. (33 London LAs & Surrey LA only).

### Offers

33. Croydon LA will ensure that, if there are places available, each resident applicant who cannot be offered a place at one of the preferences expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2014. This will usually be the nearest school to the child's home address which has a place available, after the allocation of places has been completed.
34. Croydon LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
35. This LA's online notification will include the information set out in Schedule 2.
36. *On **2 March 2020**, all resident applicants who applied online will be able to view their outcome online as well as accept or decline their offer. Croydon LA will not send outcome letters in the post.*
37. \*Croydon LA will provide primary schools with destination data of its resident applicants by the end of the Summer term 2020.

### Post Offer

38. Croydon LA will request that resident applicants accept or decline the offer of a place by **16 March 2020**, or within two weeks of the date of any subsequent offer.

39. Where an applicant resident in this LA accepts or declines a place in a school within the area of another LA by **16 March 2020**, Croydon LA will forward the information to the maintaining LA by **23 March 2020**. Where such information is received from applicants after **16 March 2020**, this LA will pass it to the maintaining LA as it is received.
40. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
41. When acting as a maintaining LA, Croydon LA will place an applicant resident in the area of another LA on a waiting list of any higher preference school in this LA's area. (Where this process is not automatic, it will be done immediately following a request from the home LA).
42. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform Croydon LA of a potential offer, in order that the home LA can offer the place.
43. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
44. When acting as a maintaining LA, this LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
- 45. When acting as a home LA, Croydon LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered. *As a result, any offer held by the applicant resident at a lower preference school will automatically be withdrawn as a higher preference has been offered. Resident applicants who no longer wish to remain on the waiting list for a higher preference school must notify Croydon LA as soon as they receive their initial offer.***
- 46. *When acting as a home LA, Croydon will offer a place at a Croydon maintained school or Academy to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered. The lower preference school offered will automatically be withdrawn as a higher preference school has been offered. Resident applicants who no longer wish to remain on the waiting list for a***



***higher preference school must notify Croydon LA as soon as they receive their initial offer.***

47. When acting as a home LA, when Croydon LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
48. When acting as a home LA, when Croydon LA has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 45 and 47 shall apply to the revised order of preferences.
49. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
50. When acting as a maintaining LA, Croydon LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
51. When acting as a home LA, Croydon will accept applications for additional preferences after National Offer Day before the start of the new term.
52. *Resident applicants who are unsuccessful in receiving an offer at one of their preferred schools will be given the opportunity to make late applications to schools they did not originally apply for.*
53. When acting as a home LA, Croydon LA will endeavour to fill any vacancies that become available after National Offer Day within four weeks from National Offer Day.
54. *Resident applicants who receive an offer at their first preference school will not be placed onto a waiting list for a lower preference school unless there has been a change in circumstances which would need to be supported with relevant evidence. In accordance with the Pan London agreement and to ensure that Croydon meets its duty to continue to coordinate admissions beyond National Offer Day and comply with the parents' highest possible preference, Croydon will ensure that waiting lists do not contain lower ranked preferences except where it has received a parent's request for a child to be placed on the waiting list for a lower preference school with a good reason.*

55. *Resident applicants who receive an offer at their first preference school will be able to apply for lower preference schools at the start of the new term through the in-year admission process.*

### **Waiting lists**

Waiting lists will be maintained by Croydon secondary schools for at least one term until **31 December 2019** and places will be filled in accordance with each school's admission criteria. After this date, parents/carers will need to apply through the in-year application process if they wish their child to remain on a school's waiting list. Parents/carers must also refer to each school's admission policy for more information regarding the management of waiting lists.

Parents/carers' enquiries regarding waiting list positions or appeal procedures must be made directly to the schools.

The PAN London Coordinated Admission Scheme ends on **31 August 2019**. Applications for Year 7 received after this date will be treated as in-year applications. Please refer to Croydon Council's website and the in-year admissions guidance for more information.

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 1**

**Minimum Content of Common Application Form for Admissions to Year  
7 in 2019/20**

**Child's details:**

Surname

Forename(s)

Middle name(s)

Date of Birth

Gender

Home address

Name of current school

**Address of current school (if outside home LA)**

**Parent's details:**

Title

Surname

Forename

Address (if different to child's address)

Telephone Number (Home, Daytime, Mobile)

Email address

Relationship to child

**Preference details (x 6 recommended):**

Name of school

Address of school

Preference ranking

Local authority in which the school is based

**Additional information:**

Reasons for Preferences (including any medical or social reasons)

Does the child have an Education, Health and Care Plan Y/N\*

Is the child a 'Child Looked After (CLA)'? Y/N

Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order or 'Special Guardianship Order'? Y/N

If yes, name of responsible local authority

Surname of sibling

Forename of sibling

DOB of sibling

Gender of sibling

Name of school sibling attends

**Other:**

Signature of parent or guardian

Date of signature

\*Where an LA decides not to request this information on the CAF, it must guarantee that no details of a child with an Education, Health and Care Plan will be sent via the PL|R.

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME**

**SCHEDULE 2**

**DRAFT Template Outcome Letter for Admissions to Year 7 in 2020/21**

From: Home LA

Date: **2 March 2020**  
**(sec)**

Dear Parent,

Application for a Secondary School

*I am writing to let you know the outcome of your application for a secondary/primary school. Your child has been offered a place at X School. The school will write to you with further details.*

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants has a higher priority than your child under the school's published admission criteria.

Your child's name has been automatically added on the waiting list for any higher preference school you have been unsuccessful.

*Offers which could have been made for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.*

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

*Please would you confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.*

*Please return the reply slip to me by **16 March 2020 (sec)**. If you have any questions about this letter, please contact me on \_\_\_\_\_.*

Yours sincerely

*(First preference offer letters should include the paragraphs in italics only)*

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 3A**

DRAFT Timetable for Admissions to Year 7 in 2019/20

<b>Thurs 31 Oct 2019</b>	Statutory deadline for receipt of applications
<b>Wed 13 Nov 2019</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
<b>Fri 13 Dec 2019</b>	Deadline for the upload of late applications to the PLR.
<b>Mon 16 Dec 2019 – Thurs 2 Jan 2020</b>	Checking of application data
<b>Mon 3 Feb 2020</b>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
<b>Fri 14 Feb 2020</b>	Final ALT file to PLR
<b>Mon 17 – Mon 24 Feb 2020</b>	Checking of offer data
<b>Tues 25 Feb 2020</b>	Deadline for on-line ALT file to portal
<b>Mon 2 Mar 2020</b>	Outcomes published online.
<b>Mon 16 Mar 2020</b>	Deadline for return of acceptances
<b>Mon 23 Mar 2020</b>	Deadline for transfer of acceptances to maintaining LAs



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